

COORDINATOR IV: LANGUAGE DEVELOPMENT PROGRAM

Definition:

Under the general direction of the Director, Language Development Programs, plan, implement, supervise, coordinate, and evaluate instructional programs and services for English learner and immigrant students throughout the district; understand and support the implementation of instructional programs based on the CA ELD Standards and ELA/ELD Framework, and ensure program compliance with State and Federal laws.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Knows and understands current research, pedagogies, accountability measures and their implications for program development in IUSD.
- Assists in the collection and interpretation of results data to identify the needs of students and inform instructional practices.
- Coordinates with principals and teaching staff to effect horizontal and vertical continuity and articulation of instructional programming for English learner and immigrant students.
- Understands and supports the implementation of CA ELD Standards, content area standards and frameworks.
- Coordinates and collaborates with Curriculum & Instruction staff to support Integrated ELD instruction and appropriate grading and assessment practices.
- Identifies resources and coordinates professional learning opportunities specific to the design and implementation of effective instructional programs and assessments for English learner and immigrant students.
- Coordinates with principals and teaching staff to support effective Designated and Integrated ELD instruction for all English learners.
- Responds to teacher and parent inquiries and concerns regarding EL programs and services.
- Supervises, supports, and evaluates classified and credentialed department staff.
- Coordinates the administration of CA English Language Proficiency (ELP) assessments.
- Facilitates the reclassification of students from English learner to Reclassified English Proficient.
- Plans and oversees ELD Summer School.
- Coordinates translation support at the district and site levels.
- Promotes EL parent outreach at the district and site levels.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge and Abilities

Coord. IV: Lang. Dev. Prog. Cont.

- Expertise with curriculum and core instruction.
- Capacity for providing effective professional development.
- Comprehensive knowledge of applicable state and federal laws, regulations, and compliance requirements governing educational programs in California.
- Ability to communicate orally and in writing sufficient to express ideas, thoughts, and instructions clearly to IUSD staff and community members.
- Ability to collaborate with other departments and agencies in planning and implementing effective instructional programs and services, including staff and parent training.
- Ability to analyze complex situations and prepare response alternatives for consideration by decision-making groups.
- Knowledge of State and Federal funding allocation methods.

Education and/or Experience

- Three years of successful certificated teaching experience.
- A Master's degree from an accredited college or university is preferred.
- Valid California teaching or other related Services credential.
- California Administrative Services or other related Services credential.
- Possession of a valid California driver's license.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

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