

FORESTVILLE UNION SCHOOL DISTRICT  
Job Description

JOB TITLE:	English Language Development Coordinator	WORK YEAR:	181 Work Days
RESPONSIBLE TO:	Principal	RANGE:	6

**GENERAL DESCRIPTION:**

The English Language Development Coordinator is under the supervision of an evaluated by the School Principal. The English Language Development Coordinator provides special instruction to individuals and small groups of elementary pupils who have been identified as English Language Learners (ELL) as well as working with school staff, families and related personnel. This position requires fingerprint clearance and TB testing.

**ESSENTIAL DUTIES**

- Engages in the presentation of instructional materials and exercises
- Coordinate the administration and scoring of the California English Language Development Test (CELDT)
- Assess English language ability of all students targeted by Home Language survey in Spanish and/or English
- Confer with parents regarding their child's progress
- Provide appropriate learning environment for the students and provide core curriculum instruction as needed
- Provide direct speech/language intervention services to identified students
- Provide written and oral translation
- Attends IEP meetings, and translates documents, before and after school to provide translation and student progress information
- Acts as a resource to classroom teachers by assisting them in ELD methodology and curriculum materials selection; and by providing them with appropriate materials for ELL students
- Confer with principal(s) on the needs of the ELL students and progress being made to meet these needs
- Assist in the coordination of the English Language Advisory Committee (ELAC)
- Act as liaison between the school and Migrant Education personnel and be a resource to ELL student's parents
- Translate at parent conferences, parent Forums, Curriculum Nights, 6-8 Student Evaluation Nights
- Provide primary language instruction, as needed
- Remain abreast of State and Federal regulations regarding ELD programs and make recommendations for program modification as necessary
- Translate and distribute One Call notices, field trip notices, newsletters, evaluations, phone calls, etc.
- Performs other duties as assigned

**EMPLOYMENT STANDARDS:**

- Training, Education, and Experience:  
High School Diploma or equivalency  
Either an Associates of Arts (AA) degree or have completed 48 college/university semester units or equivalent quarter units  
TESOL/TEFL Certificate, preferable

Experience working with people of various cultures

A minimum of two years of experience working with children in the areas of language acquisition or any combination of training and experience that could likely provide the desired knowledge and abilities

Bilingual Spanish/English (strong verbal and written skills in both languages)

Experience in administering and scoring the CELDT test, preferable

- Abilities: Ability to exercise good judgement, use discretion, maintain confidentiality, establish a desirable example for students, maintain appropriate documentation, as well as, work effectively and harmoniously with all levels of district personnel, parents, students, and the public.
- Physical Effort/Work Environment: Indoor work environment during all seasons. May frequently lift up to 15 pounds and occasionally lift up to 25 pounds.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

Board Approved: 12-13-2018