

East Side Union High School District

Job Title: Coordinator of Academic Language Development

Description of basic functions and responsibilities:

The Coordinator of Academic Language Development will work with the department of instructional services, reporting directly to the Director of Instruction, to meet the goals of the District. Specifically, the focus will be on establishing programs and systemic approaches that lead to increasing the proficiency levels of our English Learner student population as well as improving academic achievement for ALL students through the development of academic language.

Supervisor: Director of Instruction

Typical Duties:

Conduct annual language survey and submission of report to state

Coordinate and collaborate with the Director of Data and Assessment of student placement for short term ELLs

Coordinate Title VII projects

Provide district level liaison services (with parents) that meets regulatory guidelines

Bilingual Certification in collaboration with the Data and Assessment team

Distribute research, laws and mandates regarding English Language Learners

Inform staff of guidelines and procedures to ensure compliance

Design and facilitate professional development specific to the development of academic language

Collaborate in the design, implementation, and monitoring of programs and efforts for Academic Language Development

Collaborate planning of summer school

Perform other duties as assigned

Minimum Qualifications:

Valid California Administrative Credential

Master's Degree preferred

A minimum of three years of successful teaching experience with emphasis on bilingual education, English Language Learners, and/or other such related experience preferred

Administrative or supervisory experience preferred

Physical Demands and Working Conditions:

1. **Seldom = Less than 25%**
 2. **Occasional – 26%-50%**
 3. **Often = 51%-75%**
 4. **Frequent – above 76%**
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- a. Ability to work at a desk, conference table or in meetings of various configurations [4]
 - b. Ability to stand for extended periods of time [2]
 - c. Ability to see for the purpose of reading laws and codes, rules and polices and other printed matter [4]
 - d. Ability to hear and understand speech at normal level [4]
 - e. Ability to communicate so that others will be able to clearly understand normal conversation [4]
 - f. Ability to bend and twist, sit, stoop, kneel, push, and pull. [4]
 - g. Ability to lift 5-20 lbs. [1]
 - h. Ability to carry 5-20 lbs. [1]
 - i. Ability to operate office equipment [4]
 - j. Ability to reach in all directions [4]

Working Environment:

Office environment with moderate noise levels;
Dexterity of hands and fingers to operate a computer keyboard and other office equipment;
Sitting for extended periods of time;
Required to travel by personal vehicle to and from District sites and County locations as needed.

Reasonable Accommodation:

The District will comply with all legal requirements relating to reasonable accommodation for employees and job applicants.

Approved: 09/13/2018 Board Meeting