

**MENLO PARK CITY SCHOOL DISTRICT  
CERTIFICATED MANAGEMENT JOB DESCRIPTION  
COORDINATOR, ENGLISH LANGUAGE LEARNER PROGRAMS**

**GENERAL SCOPE:**

Under the direction of the Assistant Superintendent of Educational Services, plan, organize, coordinate and implement the services, training activities, instructional resources, compliance, and support functions of English Learner Services and other related initiatives; provide curricular and organizational support to school sites. The EL Coordinator should be a thoughtful leader who builds a strong culture of innovation and a welcoming environment for the District's English Language Learners and Low-SES families while staying current on the latest thinking, research, and best practices. The EL Coordinator should have an unwavering commitment to equity and closing of the achievement gap.

**ESSENTIAL DUTIES:**

- Facilitate, consult and provide technical assistance to school and district leadership teams, administrators, staff, and other stakeholders concerning services to English Learners;
- Input, track, manage, check for accuracy and make useful to educators all data related to EL's
- Seek partnerships with community organizations and companies that seek to also meet the needs of EL families, pursuing conversations, grants, shared interests, and resources that benefit MPCSD students and families
- Plan, design, and implement, training and professional development activities for staff and administrators concerning the California English Language Development Standards;
- Serve both as the ELL Professional Learning Community (PLC) team leader and team member; coordinate and lead visitation teams, planning, data collection, and reports of findings to identified schools and districts;
- Organize, facilitate, and evaluate the annual state-mandated process of assessing EL student levels
- Serve as a liaison for activities and information related to English Learner services and state and federal programs between county office of education, elementary/middle schools, districts, and other agencies;
- Coordinate and facilitate MPCSD committees such as: the District English Learner Advisory Council (DELAC) and actively participates as a member of the district's LCAP Advisory Team;
- Respond to inquiries and provide detailed technical information in writing and through oral presentations regarding English Learner services, professional development, curriculum, assessment, standards-based materials, parent involvement and funding;
- Implementation of all state and federal programs including LEA Plan, ConApp, and LCAP goals related to EL's;

- Provide leadership and training for curricular development and instructional strategies that best meet the needs of all EL's including, Long-term English Language Learners;
- Communicate new State and Federal laws and mandates regarding English Learners and categorical programs to the attention of District administration; the School Board, and teachers/staff;
- Input, manage, and communicate all EL related achievement and progress monitoring data from local and state assessments.

## **KNOWLEDGE AND ABILITIES:**

### *Knowledge of:*

- Principles, theories, practices, strategies to increase achievement for English Learners and the ELD Common Core State Standards;
- Principles, practices, strategies, and the implementation of standards-based materials and intervention programs in accelerating student learning and achievement, with a focus on Students of Color, English Learners, Students with Special Needs and Students Living in Poverty;
- Practices, procedures, and techniques involved in the implementation of effective professional development activities;
- Issues impacting the education of the targeted populations and how to support schools in raising the achievement of these populations;
- Innovative research and practices on instructional techniques and strategies in schools.

### *Ability to:*

- Design and provide effective professional development for a variety of stakeholder groups;
- Provide feedback concerning student programs and services;
- Plan and lead group meetings and collaborative decision processes including those in highly charged settings;
- Establish and maintain collaborative and effective working relationships with a wide variety of individuals and groups;
- Demonstrate tact, patience and courtesy
- Investigate and resolve issues, conflicts and complaints in a timely manner with positive results;
- Analyze situations accurately and adopt an effective course of action
- Demonstrate flexibility, multi-task, meet deadlines and establish priorities in a fast-paced work environment
- Develop and recommend short-term and long-range plans;
- Work independently
- Prepare and deliver effective written and oral presentations as well as communicate effectively orally and in writing;
- Prepare and maintain various records, reports, and files;

## **EDUCATION/TRAINING EXPERIENCE:**

- Valid California Administrative Credential
- Teaching Credential
- MA or MS degree or higher
- CLAD/BCLAD or equivalent
- Minimum of five years of teaching experience
- Proven administrative and management skills
- Preferred fluency in a language other than English
- Familiarity with student assessment instruments and procedures
- Familiarity with State and Federal categorical regulations and guidelines
- Knowledge of instructional approaches for elementary and middle school EL's and college bound students
- Experience in the development and implementation of staff development and training activities
- Excellent written and verbal communication skills
- Strong organizational and interpersonal skills
- Ability to complete assignments and reports, including preparing presentations for the public, the Board of Education, and staff
- Ability to work and contribute to creating an innovative culture and highly collaborative environment
- Ability to interpret, apply, and explain rules, regulations, policies, and procedures
- Ability to promote positive work environment
- Ability to work independently