

Personnel – Certificated

AR 4118.3(d-1)

BISHOP UNIFIED SCHOOL DISTRICT
Human Resources**POSITION:** **BILINGUAL COORDINATOR K-12**
Certificated Job Description

A: Primary Function: Provide effective strategies and interventions for English Language Development for all school sites. Provide Support to site administrators and teachers in the improvement of English Language Learners and English Language Development educational programs and strategies. Direct the development and implementation of a TK-12 English Language Development Instructional program aligned to the BUSD Board Goals and policies; Master Plan for English Learners, Local Control Accountability Plan; Title III; California Education Code.

B: Directly Responsible to: Bishop Unified School District Superintendent

C: Representative Duties:

- Coordinates, monitors, and supervises the implementation and delivery of ELL and ELD services.
- Directs the ongoing revision and implementation of the BUSD Master Plan for English Learners.
- Responsible for District and site English Language Proficiency Assessments for California (ELPAC) training and administration.
- Plans, facilitates and prepares all activities and reports related to the District English Learner Advisory Committee (DELAC).
- Assists school site administrators in establishing an English Learner Advisory Committee (ELAC) and Monitor meetings and documents to ensure legal requirements are met.
- Assists in determining site certificated staffing needs based on student enrollment and current staffing allocation.
- Provides leadership in aligning the District's educational programs to the Common Core State Standards and increase student achievement and instructional practices.
- Collaborates with other departments to align curriculum, strategies, and support services to provide for District-wide transitions.
- Organizes the process for the identification and placement of eligible students for ELD services and support.
- Directs a District professional learning community of teachers focused on English Language Development, and provide them support with professional development and program implementation.
- Monitors achievement of all English Learners District wide and at each site; provides regular reports and presentation to federal agencies, the state, BUSD Board, District English Learner Advisory Committee (DELAC) and the local community regarding the progress of English Learners.
- Supervises the Para pros', EL and Dual Aides and oversees the implementation of assessment coordination, family and community outreach initiatives, and translation services.
- Assists in the development and management of the budgeting process for ELD contained in LCAP and federal title monies.
- Assists in the selection and training of the department certificated and classified staff.
- Push in supports in DI, ELD, Especially for newcomers.
- Coaching teachers of ELS in supporting best practices.
- Analyzes all program data and prepare documents as required by the District and State annually.
- Serves as a liaison with State, County, university and community organizations to network on behalf of the District and acquires the most current, relevant information pertaining to the education of English Learners.
- Complies with federal and state program monitoring and accountability procedures.
- Collaborates with Special Education and Student Support Services to develop and implement the Multi-Tiered Systems (MTSS).

- Chairs ad hoc committees related to position, such as Dual Language Committee.
- Performs other related duties as assigned.
- Coordinating the Dual Immersion Program and working to support staff with best practices and overseeing the Dual Immersion lottery and kinder induction process.
- Coordinate and support the Amity International Intern.

D. Education and Experience:

- Appropriate valid California Clear Teaching Credential
- Experience with English Language Development programs and leading professional development
- At least five years of successful teaching and/or educational leadership experience
- Spanish-speaking preferred

E. Qualifications:

Knowledge of:

- Curriculum and strategies that best serve the needs of ELL students
- Assessment and other relevant data analysis to assist in creating goals and objectives and evaluating the effectiveness of program services
- Common Core State Standards
- ELL program procedures, requirements and legislation related to ELL programs and services
- Culture, Lifestyles, educational and social needs of ethnic minority students and children of poverty
- Interpersonal skills using tact, patience and courtesy
- Modern Technology, office procedures and methods, computer equipment and computer software necessary to perform required duties

Abilities to:

- Communicate competently and with clarity to stakeholders
- Work in a diverse socio-economic and multicultural community
- Maintain consistent, punctual and regular attendance
- Plan, organize, and prioritize work to meet multiple schedules and deadlines and manage simultaneous tasks, with many interruptions
- Establish and maintain cooperative and effective working relationships with District personnel, community members, and external companies and agencies
- Maintain records and exercise confidentiality

Regulation
Adopted: 1.16.2020

BUSD
Bishop, California