CERTIFICATED

COORDINATOR OF MULTILINGUAL LEARNERS

JOB SUMMARY:

Under the direction of the Director of Teaching, Learning, and Innovation and as an essential member of the San Dieguito Union High School District (SDUHSD) Multilingual Learner Leadership Team, the Coordinator of Multilingual Learners will develop and enhance organization-wide Multilingual Learner supports to ensure more equitable outcomes for SDUHSD Multilingual Learner students.

REPRESENTATIONAL DUTIES:

This position description is intendent to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

ESSENTIAL FUNCTIONS:

1. Provide leadership and strategic direction to the District's Multilingual Learner educational programs.
2. Administer, supervise, and evaluate the Multilingual Learner education program.
3. Provide annual updates to the SDUHSD Multilingual Learner Plan.
4. Identify best practices and establish systems for identifying and placing Multilingual Learners, including a standard review of progress.
5. Serve as the educational leader in supporting student engagement, attendance (chronic absenteeism, dropout rate, etc.), positive school climate, and access to a broad course of study for Multilingual Learners.
6. Provide leadership and oversight of the Title III budget and compliance requirements.
7. Provide leadership and oversight of Federal Program Monitoring (FPM) processes and requirements.
8. Coordinate, identify, and provide staff professional learning and in-service activities for Certificated and Classified staff in the area of language acquisition and English Learner programming, specific to the implementation of designated and integrated ELD.
9. Make recommendations for the acquisition and purchase of appropriate instructional materials and textbooks.
10. Provide leadership and oversight of school site English Learner (EL) Leads.
11. Assist staff to work effectively with Multilingual Learners in all curricular subjects.
12. Provide leadership and oversight to the SDUHSD Bilingual Parent Community Liaisons to increase parent engagement.
13. Coordinate district Multilingual Learner events.

14. Coordinate and lead District English Language Advisory Committee (DELAC) meetings.
15. Provide support and guidance towards site-based English Language Advisory Committee (ELAC) meetings.
16. Provide leadership and oversight of the annual English Learner Proficiency Assessment for California (ELPAC) for all initial and summative assessments (including alternative assessments).
17. Collaborate with Special Education partners in the support of dual-identified Multilingual Learner students.
18. Review and analyze student achievement data and make recommendations to school site Multilingual Leadership Teams and District staff on key strategies to increase Multilingual Learner achievement.
19. Provide direction for all instructional programs and testing (see above), including state and English Language (EL) programs, within the policies, goals, and objectives of the District and in support of the California English Learner Roadmap.
20. Prepare data and information to inform SDUHSD educational partners of the goals, objectives, and educational programs supporting Multilingual Learners.
21. Support the monitoring of purchased instructional materials to support school sites and allocation of resources to support equity in access for Multilingual Learners.
22. Provide leadership and collaboration with schools to support school sites' implementation of a high-quality service model for Multilingual Learners.
23. Facilitate school and district planning sessions as requested (e.g. site improvement plans, strategic planning, goal setting, etc.) for meeting district objectives and ensuring the availability of professional development programs related to Multilingual Learner programming.
24. Develop professional learning opportunities and host meetings for site Multilingual Learner Leadership Teams to ensure they are proficient in programming requirements for Multilingual Learner compliance.
25. Provide oversight and leadership of the district's Dual Language Immersion Pathway.
26. Support the State Seal of Biliteracy designation, including student qualification, progress monitoring, and recognition.
27. Perform other administrative duties and responsibilities as required and assigned.

QUALIFICATIONS:

Advance degree with emphasis in administration, supervision, and curriculum development. Evidence of successful secondary teaching and administrative experience (site level administrative experience preferred)

CLEARANCES:

Criminal Justice Fingerprint/Background Clearance, Physical Exam including drug screen, and Tuberculosis Clearance

LANGUAGE SKILLS:

Ability to read, analyze and interpret documents. Ability to write lesson plans, speeches and articles using original or innovative techniques or style. Ability to make effective presentations to members of the school community.

TECHNOLOGY SKILLS:

Familiarity navigating current educational platforms.

WORKING CONDITIONS:

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 must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects.

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.

Duties are typically performed in an office or classroom setting. Incumbents may travel between multiple school or community sites.