

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklinusd.org



Job Description

POSITION TITLE:	Coordinator – English Language Development (ELD), GATE and Special Programs
SALARY PLACEMENT:	Rocklin Administrators Professional Association (RAPA) Salary Schedule

SUMMARY:

The Coordinator of English Language Development (ELD), GATE, and Special Programs, under the supervision of the Associate Superintendent of Secondary Education, leads, manages and coordinates the operation and evaluation of English Learner (EL) services and other special programs as assigned. Management of programs involves related fiscal operations and state and federal compliance requirements and training and supervision of assigned personnel to promote quality educational opportunities for all students and to provide appropriate learning opportunities to those students identified in or needing services from each school program.

SUPERVISOR:

This position reports directly to the Associate Superintendent of Secondary Education.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Coordinates program components, support needs, and materials for the purpose of delivering services, which conform to established guidelines and collaborates with district personnel and peers in other districts for the purpose of implementing and maintaining services and/or programs.
2. Serves as the district coordinator for special programs as assigned, including English Language Development, GATE, attendance improvement, K-12 state assessment (California Assessment of Student Performance and Progress), Home and Hospital Instruction, and Induction programs.
3. Supports Education Services staff in the planning, implementation, and evaluation of activities related to state and federal programs including Expanded Learning Opportunities Programs, school improvement, and best practices supporting school program and services improvement activities.
4. Coordinates the collection of data and assessment of students whose dominant language is other than English, including the appropriate placement of students in accordance with the state and federal laws, and in oversight of related English language learner metrics.
5. Assists teachers in organizing and implementation of programs for students whose dominant language is other than English, including assisting school personnel in determining the language needs of special educational students and the language services.
6. Assists in screening, employment, and evaluation of credentialed and classified EL staff.
7. Assists site administrators in the development, monitoring, and evaluation of a meaningful program of instruction for special programs. Organize and implement long and short-term programs and activities designed to enhance programs and services.
8. Coordinates the development of curricula for special programs. Ensures access to core curriculum materials for EL students at each school site.

9. Assists the Office of Educational Services in planning budget requirements for special programs. Maintain records of income and expenditures within program budget categories; reconcile program budget reports with departmental documents.
10. In coordination with the staff responsible for implementation of the District Professional Development plan, provides professional development related to special programs, English Language Development, multilingual education, state testing requirements, and data analysis.
11. Organizes and works with all required community and parent advisory groups, ELACs, and District English learner Advisory Committees, GATE advisory, including support for parents who participate in the Local Control Accountability Plan Advisory committee.
12. Assists school staff in all aspects of communication with homes of English Learners, such as parent conferences, letters, translation of notices, etc., and with all communication to District families and staff related to state testing.
13. Plans, coordinates, schedules, processes and administers the District-wide K-12 testing programs; assure compliance with applicable state and federal laws, codes, rules and regulations. Oversees the uploading of test data to appropriate agencies and scoring and printing of related reports; shares results with schools.
14. Assists in the development of the District testing schedule.
15. Provides technical assistance and training to site and District personnel regarding assessment and evaluation activities; works with data support staff to develop reports and templates for data analysis; disseminates information and responds to inquiries related to District assessment.
16. Develops surveys and handbooks related to special programs; revises and updates existing documents.
17. Performs other related tasks and responsibilities as directed.

Knowledge of:

- State and Federal laws and regulations pertaining to assigned special program
- State and Federal English Language Development (ELD) laws and regulations
- Title III laws and regulations
- California Assessment and Accountability System
- English Language Development eligibility criteria, assessments, and techniques, matching learning needs to learning modalities and curricula
- California adopted core curricula and ancillary programs related to support of English Learners and assessment of all students
- Overall planning, organization, and direction of student assessment activities
- Procedures for data collection, processing, analysis, and reporting
- Interpersonal communication skills, organization skills, and best practices for adult learning and professional development
- Effective culturally and linguistically appropriate practices and strategies for English Learners

Ability to:

- Demonstrate vision and initiative for special programs
- Communicate effectively, orally and in written form, with all stakeholder groups
- Interpret federal, state, and local regulations
- Advocate and communicate program needs
- Assess the needs of the student and parent population as a means of developing effective programs
- Prepare documentation for the purpose of complying with state/federal mandates and/or conveying information
- Provide training activities for professionals and parents

EDUCATION:

Master's Degree is desirable or the equivalent from an accredited institution of higher learning including specialized training in English Language Learner language development, curricula and instruction, and experience with assessments and evaluation in educational environments.

EXPERIENCE:

A minimum of three (3) year’s practical public-school experience as a teacher or specialist and three (3) years of increasingly responsible experience in administration is preferred.

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid California Driver’s license

Valid California Teaching Credential and CLAD or BCLAD authorization or equivalent Valid California Administrative Services Credential

PHYSICAL REQUIREMENTS:

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 accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. Specific vision abilities required by this job include close vision and ability to adjust focus.

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee frequently works in indoor environmental conditions. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

Adopted: June 22, 2022

Revised: April 22, 2026

The Rocklin Unified School District is committed to equal opportunity for all individuals. District programs, activities and services shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics of race, color, ancestry, nationality, immigration status, age, ethnicity, religion, marital status, medical information, mental or physical disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. For inquiries/complaints, contact our Associate Superintendent of Secondary Education or Director of Personnel Services at (916) 624-2428 or by email at titleixcoordinator@rocklinusd.org.

The Rocklin Unified School District maintains a tobacco-free, drug-free environment.