

Bakersfield City School District
Education Center - 1300 Baker Street
Bakersfield, California 93305
Personnel Services

TITLE: **COORDINATOR - ENGLISH LANGUAGE LEARNER SERVICES**

QUALIFICATIONS:

1. California elementary administrative credential
2. California bilingual/cross cultural specialist credential or bilingual certificate of competence
3. Experience and/or aptitude and/or knowledge of bilingual programs and in writing applications for them
4. Experience and/or knowledge of curriculum, instructional techniques and budget preparation
5. Ability to make decisions and to provide leadership in positive and harmonious way
6. Demonstrated ability to work effectively and harmoniously with all principals, teachers and parents
7. School site administrative experience preferred

REPORTS TO: Director – Curriculum and Standards

FUNCTION: To be responsible for development, coordination, direction, supervision, improvement and continuous monitoring for all English Language Development programs and personnel assigned

SUPERVISES: Staff as assigned

PERFORMANCE RESPONSIBILITIES:

1. Develops plans and implements language development programs for English learners
2. Interprets legislative requirements as set forth in Education Code and recommends District policy and procedure
3. Provides direct assistance to site administrators in implementing English language development programs for students
4. Informs staff and parents on requirements of language development programs for English learners
5. Assists schools in conducting needs assessments, the development and implementation of plans to meet needs of English learners
6. Coordinates monitoring of academic progress of English learners
7. Develops a comprehensive system for monitoring implementation of District language development programs
8. Coordinates activities of, supervises and evaluates staff as assigned
9. Maintains the District English Learner Framework
10. Performs other duties and responsibilities as assigned by the Director – Curriculum and Standards

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; management salary schedule, code 19

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable