

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Coordinator, Multilingual Literacy	CLASSIFICATION:	Certificated Management (UPE)
SERIES:	Coordinator II	FLSA:	Exempt
JOB CLASS CODE:	9724	WORK YEAR:	12 Months
DEPARTMENT:	Multilingual Literacy	SALARY:	Range 11 Salary Schedule B
REPORTS TO:	Director, Multilingual Literacy	CABINET APPROVAL:	02-21-17

BASIC FUNCTION:

Plan, organize, and coordinate the implementation and evaluation of state and federal categorically-funded English Learner (EL) programs, and Standard English Learner programs in the District; and serve as a liaison between schools and the District office, and the District and other agencies concerning EL and Standard English Learner programs.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Provide core curriculum and instructional expertise to schools for EL and Standard English Learner programs. **E**

Assist with the creation and revision of the EL Master Plan, and its implementation and monitoring, including gathering, analyzing and presenting data. **E**

Coordinate and/or assist with the implementation of mandated English Learner (EL) programs, including communicating with the California Department of Education, County Office of Education the District Board of Education, District leadership, external consultants, District and school site staff, and community members and parents. **E**

Coordinate and/or assist with the implementation of state and federal categorical program requirements, including technical support to school sites regarding requirements under the Elementary and Secondary Education Act reauthorized as the Every Student Succeeds Act (ESSA), Local Control Accountability Plan (LCAP), Single Plan for Student Achievement (SPSA), Federal Program Monitoring (FPM) process, the District English Learner Advisory Committee (DELAC), school sites' English Learner Advisory committees (ELACs), and EL program monitoring and evaluation. **E**

Design tools and resources for schools and departments that facilitate the implementation and monitoring of EL and Standard English Learner programs. **E**

Assist with the development and monitoring of state and federal program budgets/expenditures. **E**

Assist with the development and revision of the Local Education Agency Plan, Title III Plan, and Local Control Accountability Plan (LCAP). **E**

Support the coordination and facilitation of the Federal Program Monitoring process and address all out-of-compliance items. **E**

Provide technical assistance to school sites and departments in their implementation EL programs; coordinate District-wide compliance of all EL programs. **E**

Serve as a District representative to the District English Advisory Committee (DELAC) and be available for consult with individual ELACs. **E**

Collaborate with the other District departments and school sites to support development of SPSAs to ensure alignment with District, state, and federal regulations. **E**

Collaborate with other departments to ensure that District initiatives are aligned, coherent, and provide added value to English Learners. **E**

Communicate and collaborate with other administrators, District personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; model District standards of ethics and professionalism. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, language and economic groups by working with all of the diverse communities. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community within the Multilingual Literacy Department. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Bachelor's degree, three years increasingly responsible administrative or supervisory experience, and five years of teaching experience; bilingual preferred.

LICENSES AND OTHER REQUIREMENTS:

Administrative Services Credential; valid California driver's license; and provide personal automobile and proof of insurance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, and direction of multilingual education.

Budget preparation and control.

Principles and practices of management, supervision, and training.

Applicable codes, regulations, policies, and procedures.
Oral and written communication skills.
Purpose, rules, and regulations of state and federal categorical programs.
Curriculum development policies and procedures.
Applicable laws, codes, regulations, policies, and procedures.
School district organization, operations, policies, and objectives.
Interpersonal skills using tact, patience, and courtesy.
Effective oral and written communication skills.
Technical aspects of field of specialty.
Evaluation approaches, strategies, and techniques.
Operation of a computer and related software.

ABILITY TO:

Plan, organize, and direct the EL programs in the District.
Communicate effectively both orally and in writing to a variety of audiences.
Interpret, apply, and explain rules, regulations, policies, and procedures.
Analyze situations accurately, and adopt an effective course of action.
Meet schedules and timelines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Supervise and evaluate the performance of assigned staff.
Maintain current knowledge on trends and developments in the multilingual education field.
Establish and maintain effective working relationships with staff, parents, and the public.
Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
Operate a computer and related software.
Meet state and District standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office, school, and community environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read and prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally; lift light objects.