



**COORDINATOR III - ENGLISH LANGUAGE DEVELOPMENT  
(Department of Curriculum, Instruction and Accountability)**

Certificated Job Description

**IMMEDIATE SUPERVISOR:**

Assigned Director or Administrator

**ESSENTIAL FUNCTIONS:**

1. Serve as a resource and assist district and site administrators in the development, implementation, and monitoring of Local Control and Accountability Plans.
2. Act as a resource to school district and the County Office in the area of curriculum, instruction and assessment with an emphasis on services for English Language Learners.
3. Coordinate, conduct and/or facilitate professional development workshops and conferences.
4. Provide leadership for all instructional aspects concerning English Language Learners.
5. Represent the County Office at professional meetings.
6. Assist district and site administrators in the implementation of educational programs such as English Language Development Standards, state adopted instructional materials and student assessments (particularly state standardized measures).
7. Work with professional and community committees, organizations, institutions and other agencies at the local, state and national level to promote improved practices in education.
8. Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

A. Personal Qualifications:

1. Knowledge of and ability to stay abreast of current trends, innovations, and practices in elementary and secondary education.
2. Ability to work and communicate with people effectively and cooperatively.
3. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
4. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. A command of knowledge in the field of English Language Development

and a capacity for its promotion and expansion.

2. Interest in instruction and curriculum development as evidenced by prior professional experiences.
3. Command of English Language Acquisition theory and the capacity to be a skillful clinical observer and diagnostician in curriculum and instruction practices.
4. Possession of a broad range of pedagogical skills.
5. Ability to make decisions based on a sound educational philosophy.
6. Ability to establish appropriate working relationships and rapport with individuals and groups.
7. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

#### **TRAINING AND/OR CREDENTIALS**

A. Education:

1. Must hold an appropriate Administrative credential.
2. Must hold a Master's Degree earned at an accredited college or university.
3. Must hold appropriate California teaching credential(s) including CLAD certification.

B. Experience:

1. Successful experience in classroom teaching, preferably in a bilingual or English immersion classroom.
2. Successful experience in a supervision role at a school site or district/county office.
3. Leadership in providing students, teachers and administrators with the skills and knowledge for effective design, implementation and evaluation of instructional programs.
4. Successful experience in coordinating and conducting professional development activities.
5. Experience in curriculum development and/or supervision, with a specialization in English Language Development.
6. Experience that indicates knowledge of second language acquisition principles, theory and instructional techniques.
7. Experience with district and school plans, including the Local Control and Accountability Plan.