

NATIONAL SCHOOL DISTRICT
JOB DESCRIPTION

JOB TITLE: COORDINATOR--EDUCATIONAL SERVICES

Job Purpose Statement:

Under the direction of the Assistant Superintendent of Educational Services, the Coordinator of Educational Services assists in the development, implementation and ongoing technical assistance of English learner services and programs.

Essential Job Functions:

- **Assists** principals and school staff in providing instructional leadership, administrative assistance, professional development activities and support services to establish effective programs for English learners.
- **Assists** school administrators and staff with implementation of all categorical programs.
- **Serves** as a liaison to the District Advisory Committee (DAC) and the District English Language Advisory Council (DELAC) to help organize and coordinate their activities toward furthering district goals.
- **Assists** in the collection and evaluation of data to determine programmatic effectiveness, recommends needed program modifications and completes appropriate State Reports.
- **Facilitates** the acquisition of materials to support the programs for English learners.
- **Works** with principals and staff to develop a site plan and timeline for implementation of well-articulated program for English learners.
- **Provides** staff development on effective strategies for working with English learners.
- **Provides** support and training for the new teachers.
- **Coordinates** CELDT training and administration at district level.
- **Oversees** Language Assessment Center.

Other Job Functions:

- Perform related duties as assigned.

Job Requirement – Qualifications

- Experience Required: Bilingual Spanish/English proficient with at least 3 years successful teaching experience in a bilingual classroom, experience serving on school/district level committees.

Knowledge and/or Abilities Required:

Knowledge of second language acquisition theory and bilingual education. Strong oral and written interpersonal skills using tact, patience and courtesy; principles and practices of supervision, training and providing work direction.

Abilities to establish and maintain cooperative and effective working relationships with adults; maintain records and prepare reports; analyze situations accurately and adopt an effective course of action; work independently with little direction; plan and organize work; perform a variety of specialized and responsible tasks; ability to work flexible hours. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations and other sounds, visual acuity/depth perception/visual accommodation, standing/walking for prolonged periods.

Education Required:

Master's degree preferred.

Licenses, Certifications, Bonding and/or Testing Required

Appropriate Administrative Services Credential. Valid California Teaching Credential with BCLAD emphasis, valid driver's license and proof of insurance. Criminal Justice Fingerprint Clearance.