



COORDINATOR – ENGLISH LEARNER/BILINGUAL EDUCATION

DIRECTLY RESPONSIBLE TO

Assistant Superintendent of Educational Services

PRIMARY FUNCTION

As Coordinator, assists the Assistant Superintendent of Educational Services with supervision and coordination of the District-wide English Learner/Bilingual education program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assist principals with the development of active Bilingual Advisory Committees (BAC/ELAC).

Co-facilitate District Bilingual Advisory Committee (DBAC/DELAC) with the District English Learner/Bilingual Program facilitator.

Organize and implement staff development for certificated and classified staff working with English learners.

Provide guidance to principals as they develop individual School Instructional Plans for English learners in accordance with the District Master Plan for English Learners.

Oversee the completion of State required annual reports (R-30, SNOR).

Collaborate with the categorical program accountant to complete and submit the Consolidated Application Form, Part A and B.

Regularly update English Learner/Bilingual Program Master Plan and forms relating to the plan.

Meet regularly with the site English Learner/ Bilingual Fa