



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