

JOB DESCRIPTION

June 2022

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

COORDINATOR, English Language Arts/ English Language Development

General Purpose:

The Coordinator, English Language Arts/English Language Development (ELA/ELD) is responsible to the County Superintendent and works under the direct supervision of the designated administrator. The Coordinator, ELA/ELD is responsible for coordinating, designing, organizing, and providing materials, strategies, and interventions supporting reading, language arts and English Learner Development including curriculum development, professional development and coaching. This is a certificated management position.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Assists schools/districts in the design and implementation of a high quality ELA/ELD professional development program.
- Supports administrators in ELA/ELD curriculum and instructional leadership.
- Develops, plans and organizes professional development and coaching in ELA/ELD.
- Assists teachers and administrators with assessing, planning, implementing and evaluating ELA/ELD instruction.
- Establishes and maintains clear communication and cooperative working relationships with a variety of educators and groups.
- Provides technical assistance for identified schools and districts to support the implementation of core ELA/ELD instruction and intervention.
- Assists districts, site leadership teams and classroom teachers to implement research-based school improvement practices and instructional strategies.
- Demonstrates working knowledge and use of instructional strategies for working with the diverse needs of English Learners.
- Assists teachers in professional learning teams to design and analyze formative assessment and modify instruction to meet student academic needs.
- Facilitates professional learning and network improvement communities.
- Researches and develops local, state and federal education resources, initiatives and interactions related to ELA/ELD.
- Uses adult learning theory to design and implement professional development experiences.
- Uses data to analyze effectiveness of instruction and intervention and works with teachers and administrators to plan improvement.
- Provides direction, assistance and support to improve student achievement by focusing on research-based programs, student assessment results and instructional strategies for at-risk learners.
- Directs, coordinates, implements and evaluates educational programs aligned to the California Common Core Standards.
- Researches, develops and implements methodologies, programs and ideas to better serve at-risk students.
- Assists districts and Placer County Office of Education (PCOE) programs in the use of system-wide assessment programs and the use of regular formative assessment to guide reading instruction.

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- Assists educators in Placer County Districts, PCOE, and surrounding counties to promote research-based school improvement practices as a part of implementing Professional Learning Communities (PLC) and Multi-Tiered Systems of Support (MTSS).
- Supervises and evaluates assigned staff and ensures individual and program performance goals are met.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- Master's degree in job related area is preferred.

Experience:

- History of successful leadership in ELA/ELD at the site or district level is required.
- Experience in staff development is required.
- Experience working as a part of a collaborative instructional team is required.
- Job related experience with increased responsibility is preferred.

Knowledge, Skills and Abilities:

- Knowledge of principles and practices of instruction, curriculum, professional development and assessment.
- Knowledge of California Common Core standards for ELA/ELD.
- Working knowledge of Professional Learning Communities and MTSS.
- Knowledge of programs and professional development resources focused on support of standards based instruction.
- Knowledge of research based reading and ELA instructional practices and principles of lesson design.
- Knowledge of the research on comprehensive and effective reading instruction.
- Knowledge of California Common Core standards and expectations for student proficiency, differentiating instruction and assessment.
- Skills in project management, effective oral and written communication, and proposal development.
- Ability to work independently and as part of a team.
- Ability to conceptualize as well as produce and deliver professional development.
- Ability to motivate, challenge and guide others in the improvement of educational programs and county office services.
- Ability to utilize reflective coaching in instructional strategies and ELA/ELD content.

Required Testing:

- None

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a California Multiple Subject teaching credential or a California Single Subject in English.
- Must possess an English Learner authorization equivalent to a CLAD.

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- Must possess a valid California Administrative Services Credential or Certificate of Eligibility (COE) for a California Administrative Services Credential.
- Reading Specialist Credential preferred.

Clearances:

- Criminal Justice Fingerprint Clearance.
- TB Clearance.

Work Environment:

Work is performed in an office or school environment, and includes contact with staff, representatives of other agencies, and the community. Some travel within Placer County is required.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Exempt

Employee Group: Management

Salary Grade: 9

Reviewed and Approved:

Superintendent:  Date: 6/22/22

Human Resources:  Date: 6.22.22