

TEMPLE CITY UNIFIED SCHOOL DISTRICT

ELD COORDINATOR

SUMMARY:

The English Language Development (ELD) Coordinator(s) at each site assess the English language proficiency (speaking, listening, reading and writing) of non-English speaking and limited English speaking students for the purpose of placement or reclassification.

The ELD coordinator provides instruction for English language learners in conjunction with the CLAD certified general education teacher.

The ELD coordinator maintains records and completes reporting required by the state for compliance with regulations related to second language learners.

DEGREE OF SUPERVISION:

The English Language Development Coordinator is under the general supervision of Educational Services. Day to day supervision and support is provided by the administration at the assigned school site.

Evaluations will be performed by the site supervisor on a timeline in accordance with the collective bargaining agreement.

DUTIES AND TASKS:

(All duties and tasks are essential unless noted as secondary with an S)

1. Assessment and accountability for English Language Learner program
 - A. Arranges and administers tests to students orally and in writing both in English and the Primary language in the skills areas of reading, writing, speaking and listening; arranges translators as needed
 - B. Scores tests, determines English proficiency levels and records results; inputs scores into Aeries database
 - C. Maintains student records and files;
 - D. Communicates with parents and teachers regarding student's placement in the program, parent meetings, and re-designation; and gathers data to support reclassification.
 - E. Creates reports as required for compliance with ELD guidelines.
 - F. Inputs ELD program information into Aeries student information system; updates Home Language data.
2. Provides direct instruction to students as applicable by site
 - A. Plans lessons for small group and individual instruction based on the English Language Development standards;
 - B. Reads to students, explains vocabulary, rephrases materials and provides concrete examples to facilitate English language learning;
 - C. Monitors and assists students with computer instruction and activities (S);
 - D. Prepares teaching materials and learning activities;
 - E. Distributes and collects learning package materials;
 - F. Maintains discipline; and

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- G. Creates bulletin board displays (S).
- 3. Perform Clerical Duties to Support Instruction
 - A. Orders materials for the ELD program;
 - B. Takes attendance;
 - C. Uses a computer to create instructional materials;
 - D. Runs multiple copies of materials using a variety of duplication methods (S);
 - E. Collects and assembles catalogues and distributes resource materials (S); and
 - F. Operates audio-visual equipment (S).

KNOWLEDGE, SKILLS, AND ABILITIES:

- 1. Working Knowledge of
 - A. ELD standards;
 - B. Stages of language development;
 - C. Goals and purpose of the ELD program
- 2. Skills
 - A. Use correct grammar when speaking;
 - B. Speak clearly and distinctly;
 - C. Use standard office machines to create and duplicate instructional materials;
 - D. Use computer to perform basic work processing and data base functions; and
 - E. Understand and carry out oral and written instructions.
- 3. Abilities
 - A. Create an environment that motivates students and manages behavior;
 - B. Learn how to administer and score tests that assesses English language levels;
 - C. Maintain confidentiality;
 - D. Create reports from raw data; and
 - E. Maintain cooperative and effective working relations with children and adults.

QUALIFICATIONS:

- 1. Education and Experience
 - A. One of the following:
 - 1) Completion of an Associate of Arts (AA) degree;
 - 2) 48 units of course work at the college level.
 - 3) High School Diploma **or** GED **and** the successful completion of a comprehensive exam in the areas of reading, math, and written language.
 - B. Successful completion of an exam that assesses the individual's ability to work with children.
 - C. Additional training relating to the development of language in second language learners, preferable supplemented by courses in child care, psychology/guidance, and/or instructional technology.
- 2. Other requirements
 - A. Must complete 30 hours of language development classes;
 - B. Tuberculosis screening and clearance every four years

PHYSICAL DEMANDS:

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is **regularly required to:** work sitting at a desk or table; see for the purpose of reading or observing students; hear and understand speech at normal levels; communicate so that others can clearly understand normal conversation; operate computers and other office equipment.

The employee **frequently may be required to** climb stairs, lift objects of 20 pounds in weight, and carry objects of 20 pounds in weight.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee **regularly** works in an indoor environment with moderate noise levels. **Occasionally**, they may work outdoors with a group of students.

Pay Range: 15