



Classification Specification

ELD INSTRUCTIONAL COORDINATOR

Department:	School Site
Reports To:	Site Administrator
Supervises:	N/A
Approval Date:	June 24, 2020
Revised Date:	2010, 2010

General Description:

Perform a variety of duties in support of the ELD (English Language Development) program and the standardized testing of non-English speaking and limited English speaking students enrolled in designated bilingual programs; prepare, administer and score language assessments and initial placement examinations required for assigned students; 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; reinforce instruction for English language learners in conjunction with a certified teacher; maintain records and complete reporting required by the state for compliance with regulations related to second language learners.

Essential Duties and Responsibilities:

- Administer language assessment tests to limited or non-English speaking students orally and in writing both in English and the primary language in the skills areas of reading, writing, speaking and listening according to established procedures; assess English language proficiency of newly identified second language learners; arrange for translators as needed.
- Score tests, determine English proficiency levels and records results.
- Prepare, distribute, and collect testing materials.
- Create and update reports as required for compliance with ELD (English Language Development) guidelines.
- Input data into an assigned computer program; update database information; ensure accuracy of data.
- Prepare, order and ship test materials.
- Prepare and maintain a variety of records related to student information, test results and assigned activities; establish and maintain student files.
- Create and distribute evaluation follow-up forms for teachers to complete.
- Gather data to support reclassifications; obtain signatures from teachers and site administrators; monitor students post reclassification.

- Provide administrators, counselors, and teachers with testing results and/or placement of LEP students.
- Identify second language learners and obtain home language surveys from district staff.
- Communicate with parents and teachers regarding student's placement in the program, parent meetings, and reclassifications.
- Read to students, explain vocabulary, rephrase materials, and provide concrete examples to facilitate English language learning.
- Monitor and assist students with computer instruction and activities.
- Perform a variety of clerical duties related to assigned activities such as duplicating materials, collecting and assembling materials; distribute resource materials.
- Operate a variety of office and classroom equipment including a computer and assigned software.
- Attend monthly ELD meetings for updates on testing and program changes; participate in trainings as directed.
- Perform other duties as required, related to the primary job duties of the assigned position.

Required Qualifications:

Knowledge of:

- Basic practices and procedures involved in the administration of assessment tests.
- ELD standards and testing guidelines.
- Stages of language development.
- Goal and purpose of the ELD program.
- Basic instructional methods and techniques.
- Correct oral and written usage of English.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Perform a variety of duties in support of the standardized testing of students enrolled in designated ELD programs.
- Prepare, administer, and score language assessment and initial placement examinations required for limited or non-English speaking students.
- Use correct grammar when speaking.
- Speak clearly and distinctly.
- Create an environment that motivates students and manages behavior.
- Reinforce instruction to individual or small groups of students as directed by the teacher.
- Maintain records and prepare reports.
- Type or input data accurately.
- Maintain confidentiality of sensitive and privileged information.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Meet schedules and timelines.
- Maintain cooperative and effective working relations with children and adults.
- Operate a variety of office equipment, including a computer and assigned software.

Education and Experience:

Education: 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 equivalent GED and the successful completion of a comprehensive exam in the areas of reading, math, and written language.

Experience: Two (2) years of general clerical experience.

Licenses, Certifications, and other requirements:

- Successful completion of an exam that assesses the individual's ability to work with children.
- Must complete 30 hours of language development classes.
- Proof of current and valid Tuberculosis screening.

Desirable Qualifications:

- Additional training relating to the development of language in second language learners is desirable, but not required.
- Supplemental courses in childcare, psychology, guidance, and/or instructional technology is desirable, but not required.
- Bilingual in a designated second language (Chinese or Spanish) is desirable, but not required.

Working Conditions:

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.

- Indoor/office work environment.
- Moderate noise levels.
- Occasionally, may work outdoors with a group of students.

Physical Demands: 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:

- Sit 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 lbs. in weight and carry objects of 20 lbs. in weight.

Hazards:

- N/A

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.