LAKEPORT
UNIFIED SCHOOL DISTRICT

Building successful futures

Job Description

Position:
English Language Development (ELD) and State Testing Coordinator

General Description:
The Lakeport Unified School District English Language Development and State Testing Coordinator is under the direction of the district superintendent and is responsible for planning, organizing, and prioritizing the functions and activities of the English Learner Program for the Lakeport Unified School District and primary LEA for CAASPP and ELPAC.

Duties And Responsibilities:

- Assure compliance with state and federal mandates in the English Learner Program.
- Collaborate with the district superintendent, business manager and principals in budget development for English Learner Programs.
- Organize/provide instruction in English Language Development throughout the district within the school day and in extended day programs.
- Provide training of effective English Language Development instructional strategies for district teachers and bilingual paraprofessionals.
- Coordinate, train and organize the state mandated ELPAC testing program.
- Oversee the redesignation process.
- Monitor the progress of English Learners grades K-12 through data analysis and teacher input. Keep records of student progress on file and/or in Aeries.
- Represent the district at ELAC and DELAC meetings. Work with principals on the organization of their site ELAC teams.
- Coordinate with Migrant Education.
- Assist principals in effective use of bilingual paraprofessionals at school sites.
- Provide outreach to parents of English Learners through site meetings, telephone calls and/or home visits as needed.
- Keep current with issues, laws and regulations regarding education curriculum activities, educational trends, assessment information, reform initiatives, and other issues related to English Learners
- Other duties in the English Learner Program as assigned by the superintendent.
- Attend virtual State Trainings for CAASPP and ELPAC LEAs
- Oversee the planning, delivery, and security of the CAASPP assessments at their district .
- Coordinate CAASPP testing with the special education department to keep student test settings in compliance with IEPs and 504s.

Adopted 7/13/06
Revised 3/8/23

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Physical Requirements:
Ability to see for purposes of reading policies and printed material. Ability to understand speech at normal levels in person or on the telephone. Ability to communicate so others will be able to understand a normal conversation in person or on the telephone. Ability to operate necessary equipment including computers and computer software with dexterity. Ability to occasionally lift/carry supplies, materials and equipment weighing up to 35 pounds. Ability to demonstrate mental acuity in the performance of job related duties and interactions with students and adults.

Working Conditions:
Public school work environment subject to sitting at a desk or standing for long periods of time, bending and crouching, kneeling at files, pushing/pulling file drawers, equipment and supplies, reaching in all directions and working at a computer or other standard school equipment.

Qualifications - Required:
- A valid and appropriate California Teaching Credential
- California Authorization to Teach Language Learners (e.g. BCLAD, CLAD, SB1969 SB 395, etc.)
- Ability to fluently speak, read and write Spanish desired

Salary:
As set forth in the Certificated Salary Schedule

Work Year:
185 days, 7.5 hours per day.

Evaluation:
Superintendent