

## SAN YSIDRO SCHOOL DISTRICT

**TITLE:** Coordinator of Federal and State Programs and Language Acquisition

**REPORTS TO:** Assistant Superintendent of Educational Leadership and Pupil Services

**DEPARTMENT:** Educational Services

**CLASSIFICATION:** Management (225 days)

**FLSA:** Exempt

**SALARY:** Certificated Management (Coordinator II)

**REVISED:** September 2023

**Board Approved: September 2023**

**BASIC FUNCTION:** Under the supervision of the Assistant Superintendent of Educational Leadership and Pupil Services, the Coordinator of Federal and State Programs and Language Acquisition will direct, coordinate, and oversee implementation of federal, state, and District programs and grant funding requirements, educational planning, and accountability, including those related to ESSA (the Every Student Succeeds Act); design, oversee, and facilitate development of a variety of data reporting tools and displays, and assist school site staff to use data to inform practice, including family representation and participation.

In addition, the coordinator (in collaboration with the Assistant Superintendent of Educational Leadership and Pupil Services), develops and implements District services for English language development instructional programs, second language learning; planning and implementing student learning and language acquisition goals and progress toward goals in collaboration with staff, specifically, dual language programming; and enhancing learning opportunities for students and families.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)**

- Serve as the primary author and coordinator of all federal and state program reports and compliance requirements
- Provide leadership support to state, federal, English language development and dual immersion instructional programs for grades preschool through eighth
- Serve as the administrative lead for the district's LCAP and ensures that all special programs are aligned with District mission, vision, goals and student outcomes delineated within the LCAP
- Directs, coordinates and oversees the implementation of Federal, State and District requirements related to educational planning and accountability
- Plans, organizes, implements and monitors long and short term strategies and activities designed to develop or improve student outcomes
- Ensures that instructional leaders manage their instructional programs to ensure student achievement
- In conjunction with Assistant Superintendent of Educational Leadership and Pupil Services, regularly engages instructional leaders in collecting, observing and analyzing assessment/achievement data to surface questions, patterns, and/or gaps in the instructional program models at a District and school level

- Directs and monitors processes to ensure quality, compliance, and accountability for all programs outlined in the Local Control and Accountability Plan & LCAP Federal Addendum
- Oversees and coordinates all state and federal program audits, including but not limited to, the Federal Program Monitoring review
- Leads the development and implementation of the School Plan for Student Achievement (SPSA) for all schools to ensure compliant alignment of the LCAP, resources and strategic activities to the achievement and climate/culture goals and targets, and provides customized support
- Implements District meeting agreements, processes and values that promote trust, collaboration, support, risk-taking, active reflection and inquiry, and sharing of best practices
- Directs, oversees and monitors the development and implementation of programs, plans and activities as they related to school improvement & support under ESSA and the associated identification of schools as CSI or ATSI; help lead all state and federal program improvement compliance requirements; and support program improvement and/or compliance efforts for other district programs such as special education
- Collaborates with site administrators and directs and monitors the development and implementation of programs to support English Learners outlined in the Master Plan for English Learners including English Language Development, SDAIE, Dual Immersion Program, Bilingual Program and interventions for long term English Learners
- Coordinates and leads the development and implementation of the English Learner Master Plan
- Assesses programs for the purpose of ensuring quality student learning in all language acquisition programs
- Collaborates with others (e.g. district personnel, school administrators/teachers, community organizations, etc.) for the purpose of implementing and maintaining services and/or programs.
- Coordinates program components, support needs and material for the purpose of delivering services which conform to established guidelines
- Leads the development and implementation of plans and activities to ensure that all District systems and programs are culturally and linguistically responsive to the needs of our diverse community
- Plans and facilitates DELAC and provides support to site administrators related to ELACs.
- Directs and supports the development and implementation of school-based intervention strategies and activities, including those beyond the regular school day and school year, to ensure effectiveness and alignment with District goals and targets, such as before and after school programs, summer programs, secondary school credit recovery, Advancement Via Individual Determination (AVID), and other interventions
- Serve as a liaison between agencies, CDE, U.S. Department of Education, county office of education, the California Collaborative for Educational Excellence (CCEE), professional organizations, and other public and private agencies regarding state and federal programs
- Develop tools and materials to support schools and districts with program implementation
- Evaluate or provide technical evaluation of the performance of professional, technical, and clerical personnel to ensure compliance with the unit policies and operational objectives
- Collaborate with districts, State and Federal agencies concerning project goals and objectives
- Prepare specialized reports, surveys, and other descriptive information for review and
- Collaborate with school administrators and teachers to develop, implement, and refine language acquisition programs with a particular emphasis on dual language instruction

- Design and revise program curriculum, instructional materials, and assessment in alignment with state standards and best practices
- Monitor and evaluate program effectiveness, making data-driven decisions to enhance student outcomes
- Conduct workshops, and training sessions to support teachers in implementing effective dual language practices
- Help to provide leadership efforts for the DELAC and ELAC committees, as needed
- Cultivate partnerships with state and community organizations, local universities, and other educational partners to promote language acquisition initiatives.
- Stay updated on research, trends, and best practices in language acquisition and dual language education
- Coordinate fundraising and grant efforts, including grant writing, with public and private organizations to obtain and maintain funding for San Ysidro School District.
- Substitute for Principals and other administrative positions as needed.
- Support School Principals at their sites
- Perform other related duties as assigned

## **KNOWLEDGE**

- Knowledge of Microsoft programs and basic computer systems
- Knowledge of Federal Program Monitoring
- Knowledge of Local Control Funding Formula and the Local Accountability Plan
- Knowledge of most state and federal programs
- Knowledge of English language development and dual immersion programs

## **ABILITIES**

- Ability to exemplify leadership skills
- Ability to communicate effectively both orally and in writing
- Ability to apply knowledge of current issues and trends in education
- Ability to effectively present information and respond to questions from groups, parents, and the public
- Ability to relate well and work collaboratively with educational partners
- Ability to work flexibly to independently work with others in a wide variety of circumstances
- Ability to provide direction to others and make independent judgments
- Ability to communicate with individuals of varied cultural and educational backgrounds
- Ability to meet deadlines

## **MINIMUM QUALIFICATIONS:**

### **EDUCATION AND EXPERIENCE**

- Valid California Clear Single or Multiple subject credential
- Valid California Clear Administrative Service Credential
- CLAD or BCLAD
- At least three years of effective teaching experience
- Experience with Federal and State Programs implementation and monitoring
- Experience leading, training and developing district and/or school site parent councils

- Experience in English Language Development Program Development and Instruction
- Bilingual and Biliterate (English/Spanish) preferred
- Principal and/or instructional leadership experience preferred
- Valid California Driver's License

### **WORKING CONDITIONS**

Indoor and outdoor district, school and out of district settings which can include office and outdoor interactions Meetings throughout the district and at the county and state levels. Ability to travel and work at multiple school and district locations.

### **PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information and read student body language and expressions; seeing to perform assigned duties, sitting, standing or walking for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files, lifting light objects. Ability to travel to county, state, or federal meetings.