



Sequoia Union High School District

Job Description

JOB TITLE:	Coordinator of EL and Special Programs
ADMINISTRATIVE RELATIONSHIP:	The Coordinator of EL and Special Programs is directly responsible to the Assistant Superintendent, Educational Services.
CLASSIFICATION:	Certificated Management
REQUIREMENTS	Minimum Degrees/Credentials/Experience Required for Position B.S. (B.A.) CLAD, BCLAD or equivalent, valid California Administration or Supervision Credential, certification authorizing bilingual instruction, and experience in teaching in college support programs; Master's preferred
SALARY SCHEDULE:	Coordinator II, Management Salary Schedule
WORK - YEAR / HOURS:	222 days
LOCATION:	Various
BOARD APPROVAL:	September 5, 2014

BRIEF DESCRIPTION OF POSITION

The Coordinator of EL and Special Programs provides leadership to programs designed to reduce the achievement gap between sub-groups of SUHSD students.

DUTIES AND RESPONSIBILITIES

1. Coordinates the work of district and non-profits programs working with EL and UC A-G underrepresented student groups
2. Assists site administration in the supervision of instruction programs for English language learners and college prep support
3. Coordinates and facilitates the use of categorical, district and non-profit funds to meet the needs of targeted students and programs
4. Assists in developing evaluation procedures for EL and college prep support programs
5. Prepares and submits required reports to state and federal agencies
6. Coordinates and supervises the reclassification procedures for English language learners
7. Works with Bilingual Resource and college prep support teachers, and the Director of Professional Development, in the planning, implementation and coordination of staff development activities for certificated and classified personnel
9. Supervises and evaluates appropriate classified personnel
10. Administers and monitors state and federal programs and projects as designated

11. Prepares and administers the department budget
12. Serves as staff liaison for, or as a member of, appropriate committees
13. Attends Board of Trustees Meetings as required
14. Schedules and chairs meetings of AVID Site Coordinators and BRTs
15. Oversees AVID and EL reporting
17. Updates the LCAP
19. Performs such other tasks and assumes other responsibilities as designated by the Deputy Superintendent, Educational Services