

The Certified Coordinator is a specialized assignment that requires leadership and the ability to effectively coordinate and collaborate in the ongoing planning, implementation, development, of the area of assignment. The Certified Coordinator will work closely with the Departmental Director and ensure that departmental programs are established and effectively carried out efficiently and effectively. The Certified Coordinator shall serve as the program area lead and serve as a key resource person for the implementation of programs assigned to their specific area. The Certified Coordinator reports to the Director of the Department and works collaboratively with other Certified Coordinators in the areas of Curriculum & Assessment, Instruction, Special Education, and Information Technology as well as other district administrators and coordinators in supporting school and student success.

Chain of Command

This position reports directly to the Director of Curriculum and Assessment.

Competencies of the Certified English Language Development Coordinator

The Certified English Language Development Coordinator shall possess deep knowledge of local, state and federal curriculum and assessment requirements as well as current policy related to Arizona Standards and English Language Learning education. Additionally, listed below are the leadership competencies required for this position:

- **Accountability:** Holds self and others accountable for measurable high-quality, timely, and cost effective results. Determines objectives, and sets priorities. Accepts responsibility for mistakes.
- **Communication:** Effectively communicate to audiences in diverse situations through strong written and verbal communication skills.
- **Collaboration:** Works productively and positively with others within and across departments and schools.
- **Innovation-** Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
- **Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Resilience:** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Results Oriented:** Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.

Essential Duties of the Certified English Language Development Coordinator

- Coordinate and provide for a systematic and continuous program, which will increase the District's effectiveness in meeting the needs of all English Language Learners (ELL).
- Coordinate the planning, implementation, evaluation and support of a comprehensive Structured English Immersion (SEI) service delivery model.
- Collaborate with appropriate staff to ensure the identification and evaluation of ELL students in the District.
- Assist the Director of Instruction in routine audits of school-based ELL services to ensure compliance with District SEI program in accordance with established state policies and procedures.
- Facilitate the scheduling, planning and implementation of differentiated curriculum and assessments for identified ELL students with the general education classroom teacher.
- Assist with administering AZELLA test as needed for beginning, middle, and end of year assessments.
- Collaborate with school administrators on site based English Language Development needs.
- Support school based lead SEI teachers in the delivery of the SEI model and the development and implementation of Individual Language Learner Plans (ILLPs).
- Provide appropriate professional development for school administrators and teachers to ensure that all ELL students are supported appropriately in their academic and language acquisition development.
- Participate in the preparation of the annual staff allocation and screening for SEI staff, subject to approval by the Director of Instruction and Assistant Superintendent.
- Assist the Director of Instruction in completing all state and federal reporting including Title III.
- Serve as an advocate for the needs of ELL students in a professional and appropriate manner.
- Understand Board policies related to the areas of responsibility and cooperatively develop guidelines as needed.
- Serve as a contributing member on assigned committees.
- Serve as a liaison and have active involvement with professionals at the District and site levels.

Minimum Qualifications

M.A.Ed. in specialized area of assignment; or

Equivalent combination of education and experience to successfully perform the essential duties of the job listed above

Valid Arizona Teaching Certification and five years of teaching experience

Knowledge and experience in the development of Individual Language Learner Plans (ILLPs) and Structured English Immersion Models (SEI)

Preferred Qualifications

M.A.Ed. in Curriculum and Instruction and/or Education Leadership

