

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: COORDINATOR - ENGLISH LANGUAGE DEVELOPMENT AND MULTILINGUAL LITERACY

#### FUNCTION:

Under the direction of assigned supervisor, research, develops, coordinates, implements and assesses staff development in the content area of English Language Development (ELD) and multilingual literacy in accordance with State and federal mandates and district/school/curriculum needs for curriculum reform and school development planning specific to learning acceleration; supports the implementation of the California English Language Arts (ELA)/English Language Development (ELD) Framework, and the English Learner Roadmap Policy within the Multi-Tiered System of Support (MTSS) framework; provides technical, specialized, consultative, advisory and planning services in English language development and multilingual literacy; provides direction and leadership to interpret data in the development and implementation of strategic plans for schools; serves as a resource to program representatives and the SCCOE.

#### REPRESENTATIVE DUTIES:

##### ESSENTIAL DUTIES:

Develops and leads professional learning and Community of Practice (CoP) with a focus on evidence-based strategies in English Language Development (ELD) and development of multilingual literacy that integrates culturally sustaining pedagogy (CSP) social-emotional learning (SEL), and Universal Design for Learning (UDL) instruction within the MTSS framework.

Builds teacher, instructional coach, and administrator capacity to implement the ELA & ELD Standards, and to increase English language development, and literacy skills for bilingual/multilingual learners, including CSP, SEL and UDL.

Research, designs, and develops professional learning content with a focus on evidence-based strategies in English Language Development (ELD) and literacy for bilingual and multilingual learners.

Research and develops the scope and sequence for coaching administrators and teachers in implementing evidence-based strategies and engages in continuous improvement practices in ELD and multilingual literacy; designs systems for monitoring and measuring the outcomes of professional learning.

Research, develops, coordinates, implements and assesses staff development in accordance with State and federal mandates and district/ school/ curriculum needs for curriculum reform and school development planning; assesses specific needs; develops long and short-term training plans with districts and schools; designs and delivers training modules and materials to develop content and pedagogical knowledge; observes and coaches teachers; develops assessment instruments; coordinates data collection processes within districts and schools; builds capacity to analyze assessment data to improve instruction and increase student achievement; works with district leaders and school teams to sustain professional development efforts through building local capacity; prepares professional development curriculum to assure compliance with specific mandates.

Provides technical assistance, customized planning, and coaching services in ELD and literacy for

bilingual/multilingual learners; plans, organizes and provides coaching services in the development and implementation of programs and projects related to ELD, literacy for bilingual/multilingual learners, and federal and State mandates.

Develops in-person and online training courses on ELD and literacy for bilingual/multilingual learners.

Supports and guides districts for ELA/ELD, Dual and World Languages textbook adoption and the development of master schedules to include designated ELD.

Provides direction and leadership to interpret data in the development and implementation of strategic plans for schools; provides information, consultation and materials concerning ELD, and literacy for bilingual/multilingual learners.

Serves as a resource to program representatives and the SCCOE; serves as liaison for special assignments; serves as liaison between the State and districts in the County; coordinates State and regional conferences; serves as national, State, and regional lead for other leaders in ELD and literacy for bilingual/multilingual learners; serves on assigned task forces and committees.

Screens and hires staff developers to conduct State-sponsored professional development; evaluate trainers; collaborates with State representatives to improve the effectiveness and delivery of professional development opportunities.

Collaborates with other SCCOE representatives to write State documents to guide districts and schools in assessment, placement, intervention, and materials adoption; collaborates with other State affiliates in advocacy, research, and forum planning.

Conducts special studies and in-services as needed; research materials and latest studies in curriculum and pedagogy; monitors legislation related to literacy and language development and assures compliance; maintains current knowledge of educational and leadership literature.

Works with other County and district and/or school subject area coordinators and members of other departments to present cross-curricular applications of research and pedagogy; coordinates monthly leadership meetings and/or annual conferences.

Provides technical information and assistance to the Director regarding assigned functions; assists in the formulation and development of policies, procedures, and programs; assists with departmental and divisional planning activities.

Prepares and maintains a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Participates in the development of the annual preliminary budget; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; manages grant applications and provides support to districts, schools, and the SCCOE in applying for grant programs as assigned by the position.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends a variety of conferences, departmental and interdepartmental meetings as assigned; provides literacy and language development expertise and technical assistance as needed; attends and participates in SCCOE recognition events.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE, ABILITIES AND COMPETENCIES:**

**KNOWLEDGE OF:**

K-12 curriculum and public-school environments;  
 California English Language Arts/English Language Development Framework and standards;  
 California English Language Development Standards  
 California Common Core State Standards: English Language Arts and Literacy in History/ Social Studies, Science, and Technical Subjects;  
 California English Learner Roadmap;  
 California World Language Framework;  
 California World Language Standards;  
 Guiding principles for dual language education;  
 California's Comprehensive Integrated Literacy Model;  
 Pedagogical content and equitable assessments;  
 Researching, synthesizing, writing, and marketing training programs for literacy and language development;  
 Language Essentials for Teachers of Reading and Spelling (LETRS);  
 Designated and integrated ELD;  
 Educational frameworks including MTSS, UDL, CSP, SEL and learning acceleration;  
 Training methods, program planning, instructional techniques, adult learning, and group facilitation and dynamics;  
 Reflective practice and its implication on continuous improvement;  
 Current trends and issues in California public education, including accountability systems and systems of support;  
 Anti-bias and culturally sustaining theories and pedagogies;  
 Diverse academic, cultural, disability, and ethnic backgrounds of students;  
 Approach to the needs of students, staff, and stakeholders within diverse populations with cultural humility;  
 Collecting, assembling, describing, and interpreting data and navigating assigned software systems;  
 Budget preparation and control;  
 Technical aspects of field of specialty;  
 Oral and written communication skills;  
 Applicable laws, codes, regulations, policies, and procedures;  
 Interpersonal skills using tact, patience, and courtesy;  
 Operation of a computer and assigned software.

**ABILITY TO:**

Research, develop, coordinate, implement and assess staff development in accordance with State mandates and district/school/curriculum needs for curriculum reform and school development planning;

Address the needs of bilingual/multilingual learners and students with identified special needs when designing instruction and professional development;

Serve as a resource to program representatives and the SCCOE;

Conduct special studies and in-services;

Coordinate large professional development institutes and conferences;

Communicate effectively both orally and in writing;

Interpret, apply, and explain rules, regulations, policies, and procedures;

Establish and maintain collaborative and effective working relationships with others;

Operate a computer and assigned office equipment;

Analyze situations accurately and adopt an effective course of action;

Meet schedules and timelines;

Work independently with little direction;

Plan and organize work;

Maintain records and files;

Prepare comprehensive narrative and statistical reports.

**LEADERSHIP TEAM COMPETENCIES:**

Develops and fosters effective individuals and teams;

Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;

Demonstrates emotional intelligence;

Models inclusive, effective, and authentic communication;

Applies knowledge of the intersectionality of race, equity, and inclusion;

Builds and sustains positive, trusting relationships;

Conducts SCCOE operations with the highest moral, legal, and ethical principles.

**EDUCATION AND EXPERIENCE:**

Master's degree in education, literacy and language development, or related field and five (5) years of teaching experience, including increasingly responsible experience conducting professional development activities. Administrative experience preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Administrative Services Credential  
 Valid California Teaching Credential  
 Valid California driver's license

**WORKING CONDITIONS:****ENVIRONMENT:**

Office environment;  
 Driving a vehicle to conduct work;

Evening or variable hours to attend meetings or conferences.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations

Dexterity of hands and fingers to operate a computer keyboard;

Seeing to read a variety of materials;

Sitting or standing for extended periods of time.

Approved: 7/10/2023 | 7:35 PM PDT

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*Larry Oshodi*  
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Larry Oshodi Date  
 Assistant Superintendent-Personnel Services

Authorized: 7/10/2023 | 3:29 PM PDT

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*Mary Ann Dewan*  
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Mary Ann Dewan, Ph.D. Date  
 County Superintendent of Schools