



GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: **October 25, 2016**

TITLE: **Approval of Reclassified Position – ELL District Coordinator**

BACKGROUND:

The District recently conducted a review of the Instructional Support Assistant position within the Language Acquisition department. The job description was reviewed and compared to the current duties and responsibilities of the position.

To ensure accurate representation and classification, the position was retitled and reclassified to reflect the current responsibilities and functions of the position. Attached is the revised job description.

Along with a revised job description, it was determined that the position's work schedule should be changed to fiscal year vs. academic year to ensure uninterrupted support of the department's functions and responsibilities.

The reclassification and change in work schedule also necessitated a change in compensation. The position will no longer be compensated on the Certified salary schedule; it will now be compensated on the Professional Exempt schedule.

The incumbent will remain in the position and will be notified accordingly of the new title, job description, work schedule and salary.

RECOMMENDATION:

It is the recommendation of the administration that the Instructional Support Assistant position be retitled and reclassified as ELL District Coordinator which will include an increase in scheduled work days and compensation.

INITIATED BY:

A handwritten signature in black ink, appearing to read "Michael Bejarano", written over a horizontal line.

Michael Bejarano, Chief Academic Office Secondary Education 6-12

Date: October 19, 2016

A handwritten signature in black ink, appearing to read "Patrick Nelson", written over a horizontal line.

Patrick Nelson, Superintendent

Job Code A628/TP16
Professional Exempt
October 2016

ELL DISTRICT COORDINATOR

QUALIFICATIONS

A. REQUIRED

- Bachelor's degree
- Valid Arizona Teaching Certification with one of the following endorsements:
 - Bilingual Education
 - English as a Second Language (ESL)
 - Structured English Immersion (SEI)
- 3 years of successful ELD/SEI classroom experience, administering ELL programming; or an equivalent combination of education and experience
- Valid Arizona Driver's License

B. DESIRED

- Master's Degree in Education, preferably in Reading, Administration, and/or TESOL
- Comprehensive understanding and working knowledge of curriculum and instruction
- Knowledge of state and federal policies specific to working with English language learners
- Experience supervising educational programs, services, or personnel
- Experience developing and presenting professional development
- Strong organizational, communication, public relations, and interpersonal skills
- Strong writing and computer skills, including proficiency with word-processing, PowerPoint, and spreadsheet software

SUMMARY

Serves as the main liaison between the school sites, the District, and the Arizona Office of English Language Acquisition Services to insure compliance in assessment, record management, and the implementation of the instructional models (4 hour block and ILLP). Provides instructional support and professional development to ELD teachers in developing curriculum and the use of best teaching practices to accelerate English proficiency. Uses student data for assisting in the completion of required reports to the District and the State; and oversees the Student Records Specialist in the maintenance of the database for ELL information.

Reports to: the Director of State and Federal Programs

ESSENTIAL FUNCTIONS

- Responsible for the enforcement of compliance mandates from the District and the Arizona Office of English Language Acquisition Services
- Provides mandated training to insure the proper implementation of the Arizona English Language Learner Assessment (AZELLA) in the placement and reassessment of ELLs
- Inventories, orders and receives AZELLA materials

- Schedules and monitors AZELLA testing activities
- Assists in the internal monitoring of procedures at all school sites
- Prepares and organizes district, site and teachers for OELAS on-site monitoring visits
- Aids the District and schools in the planning and implementation of summer programs and other extended-day programs for English language learners
- Provides guidance on the use of research-based supplemental materials
- Produces reports, and analyzes data regarding English language proficiency assessments and student placement accuracy, as well as other data needed for local, State, and federal reports
- Responds to all State directives and mandates in a timely manner
- Participates in monitoring the implementation of the ELL instructional models for the District, at all grade levels K-12
- Delivers District training of both certified and classified staff in areas such as assessment, instruction, and record management
- Assists the Director with the supervision and evaluation of personnel involved with instructional programming
- Utilizes available data for purposes of instructional and program improvement
- Participates in developing and maintaining a positive communication system with the community, staff, students and parents
- Participates in curriculum study groups within the school and District, as appropriate
- Acts as liaison to various outside community agencies
- Oversees the refugee program and staff within the District as needed
- Encourages and supports development and implementation of innovative instructional programs relating to the continuous improvement plan of the district and the school improvement plan
- Facilitates the implementation of new materials, methodologies, philosophies, and innovations which will assist in meeting the needs of all students
- Exhibits patience, courtesy, and tact when dealing with others
- Promotes and supports District-wide educational initiatives
- Performs other related duties as assigned

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to use strong communication skills, both verbal and written
- Ability to work irregular hours
- Ability to develop, implement and evaluate plans
- Ability to manage classroom organization, time, space and behavior
- Ability to perform functions from written and oral instructions and from observing/listening to others
- Ability to sit for extended periods of time
- Ability to reach, stoop, bend, and hold or grasp objects
- Ability to appropriately handle confidential information and records
- Ability to organize work and high volumes of information
- Ability to concentrate for extended periods of time
- Ability to multi-task
- Ability to research, analyze and formulate decisions quickly
- Ability to exercise judgment in accordance with established procedures