

PCSB: 8236  
Pay Grade: E01

FLSA: Exempt  
PTS

<b>COORDINATOR, ENGLISH LEARNERS SERVICES</b>
<p><b>REPORTS TO:</b> Director, English Learners Services</p>
<p><b>SUPERVISES:</b> Not applicable</p>
<p><b>QUALIFICATIONS:</b> Associates degree and three (3) year’s experience in a school system bilingual program or an equivalent combination of education and experience. Must pass proficiency tests (speaking and comprehension) in the designated second language and English.</p>
<b>MAJOR FUNCTION</b>
<p>Plans and performs specialized instructional support work in English Learners Services department by directly assisting the Program Director and staff in supporting English Learner students, families and staff districtwide. Work is performed under general direction with considerable independence and is reviewed through reports, conferences, and results obtained.</p>
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Coordinates implementation of the ESOL Endorsement classes and other ESOL trainings</li> <li>• Assures adherence to the English Learner instructional program objectives by providing guidance to teachers and teacher assistants in identifying and attending appropriate ESOL training</li> <li>• Assists in the development, organization, and presentation of staff development sessions for the English Learner department staff and families</li> <li>• Assists with testing English Learner students for eligibility, extension of instruction, and annual state testing of English language proficiency</li> <li>• Develops partnerships with non-profit community partners and communities that represent and reflect the cultural backgrounds of the English Learner students</li> <li>• Coordinates district and school ESOL volunteer, parent and community involvement program advisory committee and related events</li> <li>• Researches and develops a list of existing agencies that serve the EL community</li> <li>• Researches and develops a list of available resources within the schools as well as in the community</li> <li>• Coordinates and manages English Learner Services department social media efforts in Spanish</li> <li>• Performs other related duties as required</li> </ul>
<b>TERMS OF EMPLOYEMENT</b>
<p><i>Salary and benefits shall be paid consistent with the district’s approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board’s policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
<b>HISTORY OF JOB CLASSIFICATION</b>
<p>ISSUED: 06/06/19; BOARD APPROVED: 07/30/19</p>

Coordinator, English Learners Services

<b>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time				X	
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data				X	
21. Using a video display terminal				X	
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

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