

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Coordinator, Multilingual Literacy	CLASSIFICATION:	Certificated Management (UPE)
SERIES:	Coordinator II	FLSA:	Exempt
JOB CLASS CODE:	9724	WORK YEAR:	12 Months

Assist with the development and monitoring of state and federal program budgets/expenditures. **E**

Assist with the development and revision of the Local Education Agency Plan, Title III Plan, and Local Control Accountability Plan (LCAP). **E**

Support the coordination and facilitation of the Federal Program Monitoring process and address all out-of-compliance items. **E**

Provide technical assistance to school sites and departments in their implementation EL programs; coordinate District-wide compliance of all EL programs. **E**

Serve as a District representative to the District English Advisory Committee (DELAC) and be available for consult with individual ELACs. **E**

Collaborate with the other District departments and school sites to support development of SPSAs to ensure alignment with District, state, and federal regulations. **E**

Collaborate with other departments to ensure that District initiatives are aligned, coherent, and provide added value to English Learners. **E**

Communicate and collaborate with other administrators, District personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; model District standards of ethics and professionalism. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, language and economic groups by working with all of the diverse communities. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community within the Multilingual Literacy Department. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Bachelor's degree, three years increasingly responsible administrative or supervisory experience, and five years of teaching experience; bilingual preferred.

LICENSES AND OTHER REQUIREMENTS:

Administrative Services Credential; valid California driver's license; and provide personal automobile and proof of insurance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, and direction of multilingual education.

Budget preparation and control.

Principles and practices of management, supervision, and training.

Coordinator, Multilingual Literacy / Coordinator