

ALAMEDA UNIFIED SCHOOL DISTRICT

JOB TITLE: English Language Development and Categorical Program Compliance– Teacher on Special Assignment

BASIC FUNCTION:

Under the direction of the Director of Curriculum, Compliance, and Categorical Programs, the ELD and categorical program compliance Teacher on Special Assignment works with the schools ensure all district, state, and federal programs are in compliance with state and federal guidelines.

DUTIES AND RESPONSIBILITIES:

Monitors for Legal Compliance:

Academic Services:

Monitors services to English Learners (ELs) at multiple sites in the district

- Organizes, promotes, and conducts the District English Learner Advisory Committee (DELAC) for family members of ELs to advise them on programs and services for ELs.
- Ensures English Learner Advisory Committee (ELAC) meetings that support discussions among EL family members who speak multiple languages are implemented
- Collaborates with site staff regarding Student Study Team (SST) meetings to advise and make recommendations for ELs and Title 1 students, including decisions about Promotion, Acceleration, Retention, and Intervention (PARI).

Staff Development:

- Provides staff development to ensure appropriate academic services to ELs and Title 1 students

Assessment and Placement of ELs:

- Oversees training of staff for conducting CELDT assessments during the July 1 to October 31 annual assessment test window.
- Oversees the August Test Center for CELDT and primary language assessment of new students with a language other than English for the purpose of determining appropriate placement within district programs.
- Ensures that initial and annual assessments of ELs are administered at the assigned school site(s) throughout the year using the California English Language Development Test (CELDT)
- Ensures the legal administration of the CELDT to students from all elementary, middle, and high school sites.
- Oversees the placement of ELs into appropriate SDAIE, ELD, and/or mainstream classrooms

Monitoring Progress of ELs:

Monitors progress of ELs and re-designated (R-FEP) students according to District/State guidelines and regulations.

- Facilitates the notification of all parents/guardians of ELs of the State testing (CELDT and CST) results of their children and of the recommended academic programs for them.
- Reviews documents for the re-designation/reclassification of ELs.
- Monitors the re-designation process and the 2-year follow-up with R-FEPs at sites.

Other Related Duties

- Is a resource for as much translation and interpretation service for the designated sites that are mandated to have translation of documents into Cantonese.
- Participates in monthly ACOE ELD Forum Meetings
- Provides professional development in legal issues in ELD.
- Maintains records and monitors EL programs for state and federal compliance.
- Other duties as assigned appropriate to this job description.

EDUCATION AND EXPERIENCE:

Valid California Teaching Credential

Five (5) years of working in ELD program K-12 environment with a focus on legal requirements of services to English Language Learners and Categorical programs

Teaching Experience required

WORKING CONDITIONS/ENVIRONMENT:

District Office

Driving a vehicle to conduct work

Fast paced

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person

Dexterity of hands and fingers to operate a computer keyboard

Seeing to monitor various activities, read compliance documents, and view computer monitors

Sitting or standing for extended periods of time

Kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally

Lifting objects

WORK YEAR/SALARY RANGE:

185 day work plus time agreed upon at per-diem rate up to 205 days

AEA Salary Schedule