

ORANGE UNIFIED SCHOOL DISTRICT  
**COORDINATOR, LEARNING SUPPORT SERVICES**

## **DEFINITION**

Under direction, to assist in the planning, development, and implementation of guidelines to the District English Learner Plan; organize, and coordinate the instructional design and program; to plan, organize, and coordinate the staff development program and delivery systems; to assist in the planning, organization and coordination of research and development processes, including methods for collaboration and research based strategies to improve student learning and assessment processes for all Title I at-risk learners and English Learners; to participate in the District master planning activities; and to do other related functions as directed.

## **DISTINGUISHING CHARACTERISTICS**

This position classification requires content standards knowledge for grades K-12, and in coordination of curriculum, intervention systems and instructional processes. Responsible and directly related experience in Title I schools, English Learners programs and Community outreach is required to perform the required programmatic analyses using widely prescribed instructional principles and concepts. The position classification performs decision analysis processes and makes decisions of considerable consequence, requiring the application and interpretation of data, facts, procedures, and policies. The incumbent meets and develops training frequently with school administrators, teachers, other staff, and parents to communicate information, data, and alternative problem solutions related to student achievement for all at-risk students and English Learners. This position classification performs light work involving sitting a portion of the time, but does require walking and standing for extended periods. This position requires accurate perceiving of sound, near and far vision, depth perception, the ability to present oral information and direction and the handling and working with instructional technology and assessment materials and objects. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

## **ESSENTIAL DUTIES**

- Coordinate professional development and instructional activities to support administrators and teachers in implementing Common Core State Standards and Common Core ELD State Standards based instructional programs to address the achievement gap for Title I students and English Learners.
- Plan, design and conduct in-service and pre-service training for principals and teachers regarding systematic implementation of response to intervention (RTI) process, various research based strategies and collaboration strategies to enhance learning gains for all Title I at-risk students and English Learners.
- Coordinate the efforts of collaboration design to train instructional staff with the needs of Title I students and English Learners to facilitate the best instructional environment for increased student learning. Provide support and coaching to promote Common Core State Standards and Common Core ELD State Standards.
- Provide leadership and expertise in assessing, identifying, formulating, and implementing District goals and objectives, in compliance with state and federal legal mandates and

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guidelines.

- Establish communication feedback systems and processes for monitoring Title I at-risk students and English Learners effectiveness and quality of instructional design.
- Assist in planning, monitoring and review of Title I and English Language teacher, specialized support staff, and instructional aide functions and activities.
- Assist in planning, organization, and implementation of Title I and EIA budget planning guidelines and procedures, and expenditure control strategies.
- Develop and maintain management information and record systems necessary for completion of required county, state, and federal reports.

## **QUALIFICATIONS**

### Knowledge of:

- K-12 content standards, data analysis, research based instructional design, GLAD, Thinking Map, Path to Proficiency, co-teaching and collaboration strategies, Response to Intervention (RTI), and English Learner strategies;
- Relevant K-12 classroom instructional practices;
- Title I school and English Learner programs experience;
- Professional development practices and experience in facilitation, coaching and mentoring to support collaboration. P
- Organization, planning, and program evaluation strategies, techniques, and procedures;
- Safe working methods and procedures.

### Ability to:

- Plan, organize and coordinate Title I and English Learner curricular and instruction program;
- Establish and maintain a strong interest in innovation, with a willingness to take initiative in supporting increased student learning;
- Evaluate and analyze complex problems, issues, and concerns, and recommend appropriate solutions;
- Communicate effectively in oral and written form, utilizing a simplistic communication mode in ensuring understandable and thorough communication; and
- Establish and maintain cooperative organizational, public, and educational community relationships.

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**EXPERIENCE AND EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Four years of experience teaching in a language development education program, coordination and supervisory experience or District administrative position performing management and instructional support services and related functions.

Education:

Administrative Services Credential; possession of a Master or Arts or higher degree in Educational administration, instructional supervision, curriculum, development and design, or closely related fields.

**Certification Requirement**

Possession of a credential authorizing supervision or administration in California Public Schools.

**License Requirement**

Possession of a valid California Motor Vehicle Operator's License.

**Condition of Employment**

Insurability by the District's liability insurance carrier.

7/30/13