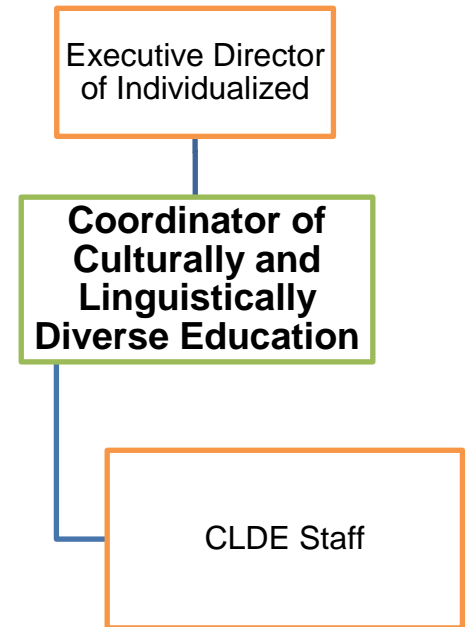


## COORDINATOR OF CULTURALLY AND LINGUISTICALLY DIVERSE EDUCATION

<b>Job Title:</b>	Coordinator of Culturally and Linguistically Diverse Education (CLDE)
<b>Initial:</b>	August 28, 2013
<b>Revised:</b>	June 14, 2019 (Administrative Revision)
<b>Work Year:</b>	260 days
<b>Office:</b>	Individualized Education
<b>Department:</b>	Culturally and Linguistically Diverse Education
<b>Reports To:</b>	Executive Director of Individualized Education
<b>FLSA Status:</b>	Exempt
<b>Pay Range:</b>	Administrative

### Related Organization Chart



**POSITION SUMMARY:** The Coordinator of Culturally and Linguistically Diverse Education (CLDE) leads, plans, implements, evaluates and supports a comprehensive K-12 Culturally and Linguistically Diverse Education program/services.

### ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Ensures compliance with ESSA/TITLE III/ELPA/OCR/CDE/local policies and regulations in regard to the needs of D49 English Learners (ELs).
- Models and reviews CLDE Mission/Vision/SOPI periodically.
- Provides professional development designed to meet the needs of ELs to principals, classroom teachers, CLDE staff, etc.
- Works collaboratively with district leadership, principals, CLDE Teachers, CLDE Coach/Specialist, classroom teachers to ensure the needs of ELs are met.
- Maintains, expends and monitors CLDE funds (Title III/ELPA/general funds) in accordance with established federal, state and local policies/procedures.
- Supports CLDE Technician with the maintenance of EL educational records (paper/electronic).
- Ensures all ELs have appropriate placement and each EL has an active ELP (English Language Plan).
- Supports and plans for ELs with various language extension opportunities - CLDE Summer Camp, READ Camp, GE Camp, etc.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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- Collaborates with various departments/programs to meet the needs of the ELs.
  - Plans and facilitates CLDE Parent Engagement Quarterly Meetings.
  - Prepares an annual staff allocation for CLDE, subject to approval by the Executive Director of Individualized Education.
  - Conducts routine audits of school-based CLDE services/programming to ensure compliance.
  - Serves as a member of the Individualized Education Leadership Team.
  - Serves as an advocate for the needs of the ELs in a professional and appropriate manner.
  - Maintains positive relationships with all stakeholders.
  - Performs other duties as assigned.

**Supervision & Technical Responsibilities:**

- This position directly supervises CLDE Technician, CLDE Coach(es) and CLDE Specialist(s).

**Budget Responsibility:** This position has budget responsibilities for Title III and ELPA.

**QUALIFICATIONS**

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

**Education & Training:**

- Bachelor's or Master's degree required with emphasis in Culturally and Linguistically Diverse Education preferred.

**Experience:**

- A minimum of five years' experience in CLDE/ESL education.
- A minimum of five years of successful teaching and/or administrator experience.

**Knowledge Skills & Abilities:**

- Demonstrated ability to work effectively with others from diverse communities.
- Knowledge of cultural awareness and sensitivity.
- Excellent oral and written communication and interpersonal relation skills.
- Basic math skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Organizational skills.
- Demonstrated ability to work as a member of a high performing team.
- Ability to manage multiple priorities and tasks with frequent interruptions.
- Ability to communicate effectively with various stakeholders.
- Ability to understand and follow complex oral and written instructions.
- Ability to perform responsibilities without the necessity of close supervision.
- Must be proficient in the use of personal computers and common software applications including Microsoft Word, Excel, Outlook, and Power Point.

**Certificates, Licenses, & Registrations:**

- Criminal background check required for hire.
- Valid Colorado driver's license required for hire.
- Valid Colorado Principal/Administrator License.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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- Colorado CLDE Endorsement.

## **OTHER WORK FACTORS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee must regularly lift and/or move up to 25 pounds frequently.

**Work Environment:** While performing the duties of this job, the employee will work primarily in a usual office or school environment.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.