

# **San José Unified School District**

## **San José, California**

**TITLE:** **COORDINATOR MIGRANT EDUCATION PROGRAM**

**REPORTS TO:** Migrant Education Administrator

**SUPERVISES:** Saturday Migrant Program Staff (3 hours)  
Teachers, preschool teachers, secretary, tutors, and other community volunteers

**JOB GOAL:** The coordinator of the Saturday Academy provides instructional leadership for the coordination and implementation of the instructional program to address the needs of migrant students, ages preschool through high school. The coordinator will ensure that rigorous instruction occurs daily by visiting every classroom weekly to cite evidence of instruction that is data driven, standards based, use of best practices and ELL strategies.

### **Performance Responsibilities:**

1. Communicate with Migrant Education Administrator regarding all issues of the program
2. Participate in the selection of the staff
3. Visit all classrooms weekly and cite evidence of data driven instruction, standards based lessons, use of best practices and ELL strategies
4. Access data and analyze to determine program goals and targets for instruction
5. Assist, coordinate and facilitate the use of benchmarks and action plans to improve student outcomes
6. Coordinate staff development for the Saturday Migrant Learning Academy that is focused on goals and objectives, curriculum, ELL strategies, best practices and materials
7. Inventory and distribute materials needed to deliver curriculum in math, language arts, and ELD
8. Work with the Migrant Ed Administrator to select appropriate curriculum for the program
9. Provide a language arts and/or ELD intervention as needed for grades 3-5
10. Set up procedures for brunch and supervision of brunch activities
11. Handle any issues regarding student discipline, parent concerns and staff requests
12. Work with site principal to identify classrooms for instruction
13. Serve as the intermediary to solve any issues that arise as a result of using the site
14. Assist with enrollment of Migrant students in the Saturday Learning Academy Program
15. Coordinate Saturday Community service volunteers from the universities, high schools and middle schools

16. Cover the class in an emergency
17. Assist with report cards, procedures and distribution
18. Maintain a healthy, safe, learning environment

**Qualifications:**

1. Appropriate California Administrative Credential
2. Master's Degree
3. Five years of successful teaching experience
4. Experience and knowledge of desegregation, categorical funding, and general education programs
5. Demonstrate organizational, leadership, and time management skills
6. Demonstrate diplomacy, flexibility, perseverance, and a good sense of humor
7. Ability to work with a wide variety of interest and community groups
8. Ability to make public presentations
9. Spanish Bilingual Preferred
10. Physical and emotional stamina

**Terms of Employment:**

- Salary Range:** Administrator range 21, step 2
- Work Year:** 24 days paid at ½ day per diem, plus two days for pre planning and closure activities paid @ per diem
- Evaluation:** Performance of this position will be evaluated in accordance with provisions of the Administrator Evaluation Process
- Credential:** Appropriate California Administrative Credential

10/29/07