

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Coordinator, Multilingual Literacy	<b>CLASSIFICATION:</b>	Certificated Management (UPE)
<b>SERIES:</b>	Coordinator II	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9724	<b>WORK YEAR:</b>	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

Coordinator, Multilingual Literacy / Coordinator