



LOS ANGELES UNIFIED SCHOOL DISTRICT  
Reference Guide

**TITLE:** Qualifications and Responsibilities for School-Based English Learner (EL) Program Designees

**NUMBER:** REF-5081.2

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Division of Instruction

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Multilingual and Multicultural Education  
Department

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**ROUTING**  
LD Superintendents  
LD Instructional Directors  
LD EL Program Staff  
Principals/Assistant Principals  
UTLA Chapter Chairs  
Title I Coordinators  
Title III Coaches  
EL Designees  
TSP Advisors  
Instructional Coaches

**PURPOSE:** The purpose of this Reference Guide is to outline the minimum qualifications and job responsibilities of the school-based English Learner (EL) Program Designee.

**MAJOR CHANGES:** This Reference Guide replaces REF-5081.1, *Qualifications and Responsibilities for School-based English Learner (EL) Program Staff*, dated April 15, 2010. Major changes include:

- Revision to the *Desired Qualifications* for school-site EL Designees
- Clarification of the duties and responsibilities of the EL Designee
- Clarification of the funding requirements for operating a program for ELs in accordance with existing policy and federal agreements
- Attachment A, *First 30 Calendar Days Time Task Calendar*, has been included to guide EL Designees in carrying out key EL Program tasks and activities in a timely manner

**BACKGROUND:** Federal and state laws require districts to establish an accountability system for ensuring that ELs make adequate progress toward achieving English language proficiency and meeting the Annual Measureable Achievement Objectives (AMAOs) [Title III of the *No Child Left Behind Act* (NCLB) of 2001 and *Education Code* Sections 305, 306, 310, 313, 51101, 60810-60811, and 62002]. The Title III AMAOs are:

- AMAO 1: ELs progress one CELDT level per year
- AMAO 2: ELs attain English proficiency
- AMAO 3: ELs meet the adequate yearly achievement targets in ELA and Math



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### INSTRUCTIONS: I. ENGLISH LEARNER DESIGNEE

#### A. Desired Qualifications

Principals are responsible for ensuring potential candidates meet the following minimum qualifications:

- BCLAD/BCC authorization **or** CLAD or Certificate for Completion of Staff Development (CCSD) with A-level fluency
- Permanent status
- Knowledge and/or expertise in bilingual methodology, second language acquisition, and culturally responsive pedagogy
- Successful experience teaching ELs
- Experience leading professional development
- Ability to effectively communicate and work with students, parents, and community members of diverse ethnic backgrounds
- Knowledge of the various cultures within the school

#### B. Duties and Responsibilities

Services provided by the EL Designee include, but are not limited to the following:

- a. Provide professional development to all stakeholders, which supports the English Learner Master Plan program implementation. This may include but is not limited to:
  - English Learner Instructional Program Options
  - Minimum Expectations of English Learners
  - Identification and placement of ELs
  - Reclassification criteria process and procedures
  - CA English Language Development (ELD) Standards
  - Effective instruction and intervention services for ELs
  - Effective Designated and Integrated ELD
- b. Collaborate with teachers and principal to ensure that the professional development plan and intervention services are aligned with the Single Plan for Student Achievement (SPSA) and address the linguistic and academic needs of ELs
- c. Conduct demonstration lessons and facilitate classroom observations to improve instruction for ELs
- d. Facilitate grade-level team/department meetings to analyze EL assessment data, review student work, debrief classroom observations and best practices, identify student needs, and plan differentiated instruction



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- e. Facilitate peer coaching by working with teachers to plan, deliver, and analyze lessons
- f. Provide instructional support to teachers regarding effective strategies for ELs, which may include English and primary language support
- g. Collaborate with the literacy and math coaches to ensure effective Integrated ELD strategies are embedded in content instruction
- h. Monitor the progress of ELs and RFEP utilizing various data points
- i. Maintain EL Program documentation as required by State and Federal mandates. Upload evidence of this documentation into the English Learner Online Accountability System (OLAS ) on a monthly basis
- j. Accurately enter and maintain English Learner information in MiSiS
- k. Ensure that individual Master Plan folders are up to date and complete
- l. Attend District EL-related professional development
- m. Support the English Learner Advisory Committee (ELAC) in fulfilling their legal responsibilities
- n. Assist the administrator with the enrollment process for ELs, which include collecting pertinent documentation from previous schools/districts
- o. Assists the administrator with the administration of assessments, organization and placement for English Learners, and assignment of bilingual paraprofessionals
- p. Assist with identifying the initial English language proficiency level of newly enrolled ELs

**NOTE:** Attachment A, *First 30 Calendar Days Time Task Calendar*, is a sample calendar that has been developed to guide EL Designees in carrying out key EL Program tasks and activities in a timely manner.

## II. FUNDING

As stated in the General Funds School Manual, school sites must ensure that they fund and operate a program for ELs in accordance with existing policy and federal agreements.

*School sites must adhere to the English Learner mandates outlined in the District's agreement with the Office for Civil Rights (OCR) and operationalized in the 2012 Master Plan for English Learners. These mandates include, but are not limited to, English language development instructional services, intervention monitoring students' academic and English language proficiency and building teacher capacity. Schools may purchase an out of classroom position (i.e. Targeted Student*



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*Population Coordinator or adviser) to ensure compliance with above mentioned agreements. Schools must implement these mandates as appropriate and fund them using Targeted Student Population program funds (10183).*

-General Fund School Manual, p. 14

Schools must use Targeted Student Population funds, to support an effective EL program designed to foster English Learners' acquisition of English language proficiency and master of grade-level learning standards as measured by the Annual Measurable Achievement Objectives (AMAOs).

### **RELATED RESOURCES:**

REF-3661.3, *Elementary Master Plan Program Class Organization and Staffing for English Learners*, April 10, 2015

- MEM-6046.3, *Placement, Scheduling and Staffing of English Learners in Middle School and High School in 2015-2016*, April 7, 2015
- *Program and Budget Handbook*, March 2015
- General Fund School Program Manual, Fiscal Year 2015 - 2016

### **ASSISTANCE:**

For assistance or further information please contact the Local District EL Program Coordinator or the Multilingual and Multicultural Education Department at (213) 241-5582.



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Attachment A - 1

EL Designee Duties and Responsibilities  
*First 30 Calendar Days Time Task Calendar*  
**Elementary Schools**

<input checked="" type="checkbox"/>	EL Designee Responsibility
<input type="checkbox"/>	Conduct three (3) kindergarten orientations on the Master Plan Instructional Programs for ELs <small>(One meeting may have occurred during the Spring)</small>
<input type="checkbox"/>	Conduct a Master Plan Instructional Program Options Meeting for all parents of ELs
<input type="checkbox"/>	Distribute the Initial Notification of Enrollment in SEI* <small>(File a signed copy of this notification in the student's blue Master Plan Folder in the CUM)</small>
<input type="checkbox"/>	Generate the English Learner Monitoring roster and reclassify all eligible students
<input type="checkbox"/>	Generate the Master Plan roster to ensure that EL are placed according to Master Plan guidelines*
<input type="checkbox"/>	Support with the coordination of Initial* and Annual CELDT testing
<input type="checkbox"/>	Plan and conduct the CELDT training of CELDT examiners
<input type="checkbox"/>	Complete and score the Initial CELDT assessments* <small>(File the Local Scoring Tool unofficial CELDT results form in the student's blue Master Plan Folder or in the CUM)</small>
<input type="checkbox"/>	Enter required initial student information in MiSiS (initial language classification, initial classification date, and Master Plan Instructional Program if applicable)*
<input type="checkbox"/>	Distribute the <i>Initial Notification of Test Results and Confirmation of Program Placement</i> to the parents of students assessed with Initial CELDT * <small>(File a signed copy of this notification in the student's blue Master Plan Folder or in the CUM)</small>
<input type="checkbox"/>	Create a blue Master Plan Folder for each newly identified English Learner <small>(See BUL-3448.2, <i>Master Plan Documentation for English Learners</i>, ETK-12 for guidance)</small>
<input type="checkbox"/>	Run the Master Plan roster and make necessary updates/corrections to the Master Plan Instructional Program placement in MiSiS*
<input type="checkbox"/>	Generate and print the <i>Annual Assessment Results and Program Placement for ELs Parent Notification</i> to parents of continuing ELs* <small>(File a signed copy of this notification in the student's blue Master Plan Folder in the CUM)</small>
<input type="checkbox"/>	Support/promote the establishment of school-wide ELD instructional block
<input type="checkbox"/>	Establish and in-service the LAT
<input type="checkbox"/>	Determine the LTEL Designee (s) (at the discretion of the local district)
<input type="checkbox"/>	Complete August's online accountabilities <small>(Follow the EL Program Online Accountability System Calendar)</small>
<p><b>*These EL program activities must be completed within 30 calendar days.</b></p> <p>Evidence of EL program activities must be maintained on file at the school-site for a minimum of 5 years.</p> <p>An expanded version of the Time Task Calendar with the relevant policy is available on the <a href="#">MMED website</a> under Master Plan Institute resources.</p>	



EL Designee Duties and Responsibilities  
*First 30 Calendar Days Time Task Calendar*  
**Secondary Schools**

<input checked="" type="checkbox"/>	EL Designee Responsibility
<input type="checkbox"/>	Conduct a Master Plan Instructional Program Options Meeting for all parents of ELs
<input type="checkbox"/>	Distribute the Initial Notification of Enrollment in Secondary Program for ELs to parents of potential ELs* <small>(File a signed copy of this notification in the student's blue Master Plan Folder in the CUM)</small>
<input type="checkbox"/>	Generate the English Learner Monitoring roster and reclassify all eligible students
<input type="checkbox"/>	Generate the EL Student Schedule Summary report to ensure that EL and LTEL students are scheduled according to Master Plan guidelines*
<input type="checkbox"/>	Support with the coordination of Initial* and Annual CELDT testing
<input type="checkbox"/>	Plan and conduct the CELDT training of CELDT Examiners*
<input type="checkbox"/>	Complete and score the Initial CELDT assessments* <small>(File the Local Scoring Tool unofficial CELDT results form in the student's blue Master Plan Folder or in the CUM)</small>
<input type="checkbox"/>	Enter required initial student information in MiSiS (initial language classification, initial classification date, and Master Plan Instructional Program if applicable)*
<input type="checkbox"/>	Create a blue Master Plan Folder for each newly identified English Learner <small>(See BUL-3448.2, <i>Master Plan Documentation for English Learners</i>, ETK-12 for guidance)</small>
<input type="checkbox"/>	Distribute the <i>Initial Notification of Test Results and Confirmation of Program Placement</i> to the parents of students assessed with Initial CELDT* <small>(File a signed copy of this notification in the student's blue Master Plan Folder or in the CUM)</small>
<input type="checkbox"/>	Run the Master Plan roster and make necessary updates/corrections to the Master Plan Instructional Program placement in MiSiS*
<input type="checkbox"/>	Generate and print the <i>Annual Assessment Results and Program Placement for ELs Parent Notification</i> to parents of continuing ELs* <small>(File a signed copy of this notification in the student's blue Master Plan Folder in the CUM)</small>
<input type="checkbox"/>	Establish and in-service the LAT
<input type="checkbox"/>	Determine the LTEL Designee (s)
<input type="checkbox"/>	Complete August's online accountabilities <small>(Follow the EL Program Online Accountability System Calendar)</small>

***\*These EL program activities must be completed within 30 calendar days.***

Evidence of EL program activities must be maintained on file at the school-site for a minimum of 5 years.

An expanded version of the Time Task Calendar with the relevant policy is available on the [MMED website](#) under Master Plan Institute resources.