District of Columbia Office of the State Superintendent of EDUCATION | OSSE

New LEA English Learner Coordinator Orientation

July 15, 2020

Objectives

In this "101"-style overview session, participants will be introduced to the Office of the State Superintendent of Education's (OSSE's) English learner (EL) policies and procedures, key resources and supports. New EL coordinators gain an understanding of LEAs' legal responsibilities for:

- EL identification
- Serving ELs
- Assessing ELs

Legal Responsibilities

- Joint Department of Education and Department of Justice Dear Colleague Letter
- Titles I and III of the Every Student Succeeds Act of 2013
- Title VI of the Civil Rights Act of 1964
- Equal Educational Opportunities Act
- DCMR E3101

Tools for LEA EL Coordinators

Find these resources and more on the OSSE English learner policy and program page and OSSE English learner instructional resources page:

- State English Learner Policies and Procedures
- Quality Programs for English Learners: A School Readiness Reflection Tool
- Early Access to EL Data Application (EL Qlik app login page)
    - Training Video: Introduction to the Early Access to EL Data Qlik Application
    - Training Video: New Features for the 2020-21 School Year

EL Identification	What do I need to know?	What do I need to do?
• The OSSE Home Language Survey • Training Webinar: The OSSE Home Language Survey • Training Webinar: English Learner Screening and Placement • Sample Parent Notification Letter Templates		

Next Steps Checklist

- ☐ Check the EL Qlik app to learn about my EL caseload
- ☐ Work with my LEA to provide language support to families who need it
- ☐ Communicate with the Enrollment POC to find out who is eligible for screening
- ☐ Ensure I have sufficient screeners
- ☐ Ensure all screener administrators complete training on the screening tool
- ☐ Complete screening within 30 days of stage 5 enrollment
- ☐ Issue the parent notification letter and keep track of responses

EL Programs and Services	What do I need to know?	What do I need to do?
Serving ELs • Program Model One-Pagers • Training Webinar: EL Program Models		

Next Steps Checklist

- ☐ Work with my LEA to identify our EL program model(s)
- ☐ Work with my LEA to obtain materials and resources to support the model(s)
- ☐ Establish a schedule of co-planning and collaboration between EL and non-EL staff
- ☐ Identify where and when the LEA will need PD and coaching related to serving ELs
- ☐ Identify the gaps in my knowledge of the model and seek out learning opportunities
- ☐ Learn about the disability categories of my dually identified students and determine how to balance their IEP goals with their English language development goals

EL Assessment	What do I need to know?	What do I need to do?
• OSSE's ACCESS for ELLs page • EL Testing Accommodations • Training Webinar: Testing Accommodations for English Learners		

Summer EL Coordinator Sessions from OSSE's Division of Teaching and Learning
Register [here](#)

Re-Entry to the 2020-21 School Year: Strategies and Tools for Supporting English Learners
- *Part 1: Value English Learners' Cultural and Linguistic Backgrounds* Tuesday, July 21, 2020, 10-11:30 a.m.
- *Part 2: Partner with English Learners' Families* Tuesday, July 28, 2020, 10-11:30 a.m.
- *Part 3: Provide Language Development and Academic Instruction Programs to English Learners* Wednesday, Aug. 5, 2020, 10-11:30 a.m.
- *Part 4: Use Multiple Data Sources to Support English Learner Students and Programs* Thursday, Aug. 13, 2020, 10-11:30 a.m.

Landscape of English learners in DC and Vision for Success
- *Thursday, Sept. 17, 2020, 1-2:30 p.m.*

Subscribe to the monthly [Teaching and Learning PD Bulletin](#)

For questions:
- EL policy and programs: Jennifer Norton Jennifer.Norton@dc.gov
- EL instruction and PD: Anika Harris Anika.Harris@dc.gov
- Dual language programs: Santiago Sanchez Santiago.Sanchez@dc.gov