

ADMINISTRATIVE CIRCULAR NO. 72
Leadership and Learning Division

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: May 14, 2014

To: Principals, Vice Principals, ELSTs, and Site EL Coordinators

Subject: CELDT TRAINING: 2014-2015 EDITION

Department and/or

Persons Concerned: Principals, Vice Principals, English Learner Support Teachers, English Learner Coordinators, Teachers of English Learners

Due Date: Prior to selected training dates

Action Requested: Identify the staff members at your school (or associated with your school) who must attend the CELDT 2014-2015 Listening and Speaking Training and/or Reading, Writing and Test Coordination Training, and ensure they register prior to the selected training date(s)

Attachments: A. CELDT 2014-2015 Listening and Speaking Training Schedule
B. CELDT 2014-2015 Reading, Writing, and Test Coordination Training Schedule

Brief Explanation:

The California Department of Education (CDE) has mandated that, for school year 2014-2015, the district use the new *California English Language Development Test (CELDT) 2014-2015 Edition* to conduct its Initial Identification of newly enrolled K-12 students from homes where a language other than English is frequently used, and for its Annual Assessment of continuing English Learners (ELs).

The 2014-2015 Edition of the CELDT is the **only** version that may be used for any CELDT assessment relating to school year 2014-2015. **The new version of the CELDT is virtually identical to last year's version, so fewer examiners will be required to attend training.** In addition, the CELDT will **not** contain field test items of any kind.

As was the case last year, you should be aware of, and plan sufficient staffing for, additional time that will be needed for one-on-one assessment of Kindergarten and First Grade students in the Reading and Writing portions, over and above the time usually required for the Listening and Speaking portions.

CELDT EXAMINER QUALIFICATIONS

All individuals administering the CELDT must be academically proficient in Standard American English. Assessors must have very little or no accent in the pronunciation of Standard American English.

In addition, assessors should be familiar with the developmental language characteristics of children at the grade levels they are to test, **especially those who are administering the Kindergarten and First Grade assessments.** The CDE recommends that certificated teachers administer the CELDT, whenever possible.

TWO DIFFERENT TYPES OF TRAINING

The Office of Language Acquisition (OLA) has scheduled numerous opportunities for site staff to attend the two types of training for the CELDT 2014-2015 Edition. Attachments A and B contain schedules, registration information, and locations. The two types of training are:

- (1) CELDT Listening and Speaking Training, and
- (2) CELDT Reading, Writing and Test Coordination Training.

Please note that the target audiences for the two trainings differ. We ask that site administrators please:

- a. Review the “target audience” descriptors below to identify those staff members from your site or associated with your site who should attend each type of training; **and**
- b. Provide those persons with a copy of the appropriate schedule(s) and registration information as soon as possible. It may be appropriate for one person to attend both types of training.

Participants may register at any time prior to a training session, however, space is limited in each session, so we suggest registering as soon as possible to assure attendance at the session(s) of choice.

TARGET AUDIENCE DESCRIPTORS

1. CELDT Listening and Speaking Training – Who Must Attend?

- English Learner Support Teachers and English Learner Coordinators ***with less than three years of experience*** coordinating the CELDT and assessing students in Listening and Speaking.
- All persons who will be administering the Listening and/or Speaking portion of the 2014-2015 CELDT ***who have not attended this training since summer/fall of 2011.***

2. CELDT Reading, Writing and Test Coordination Training: Who Must Attend?

- English Learner Support Teachers and English Learner Coordinators with less than three years of experience doing all of the following tasks: (a) coordinating the CELDT, (b) assessing students in Reading and Writing, and (c) scoring the Reading and Writing portions of the CELDT.
- All persons who will be scoring the Writing portion of the 2014-15 CELDT *who have not attended this training since summer/fall of 2011.*

After attending this training, ELSTs and EL Coordinators will then be able to conduct an abbreviated training at their own site for others not attending training this year who will be administering (but not scoring) the Reading and Writing portion for any of grades K-12.

PAYMENT FOR, AND STAFFING OF, CELDT EXAMINERS

- A. If a school wishes to contract with CELDT - trained educators who are former or current employees of the district, arrangements for compensation are the responsibility of the school principal. *Note:* Funding sources such as LCFF and site discretionary are appropriately used for this purpose.
- B. Participants in the training who are non-management and non-charter, regular district employees will be paid by OLA at the applicable (certificated or classified) hourly workshop participation rate for time spent beyond their regular working hours. **OLA will NOT pay non-district, temporary, retired, or casual employees (including substitutes) for attending training. Compensation for such personnel is the responsibility of the site.**
- C. If you plan on using additional staff (e.g., temporary, casual, retired, substitutes, volunteers, etc.), to assist in administering the CELDT in the fall, you will need to contact them and ensure they register and attend training this summer, if they are among the target audience. **Unless such persons are volunteers, you will be expected to use site funds to pay all such casual, retired, or temporary employees for attending training and assessing students.**
- D. Human Resources recommends paying **certificated** temporary, retired, or casual teachers at the Certificated Non-Classroom Hourly pay rate (approximately \$32 per hour) for assessing students. That said, some such teachers are willing to work for Visiting Teacher pay, which is significantly less expensive. It is important to discuss issues relating to pay and work hours up front, when arranging for an individual teacher to assist your site. **Classified** temporary, retired, or casual workers should be paid at their appropriate "Regular Time" hourly pay rate for assessing students. Such certificated teachers or classified workers should be paid at the applicable hourly participation rate for attending training.

QUESTIONS?

- About processing and payment of temporary, casual, and retired employees to assist with CELDT administration? Contact Human Resources.
- About materials and logistics? Contact Denise Ormsbee of the Assessment Services Department at dormsbee@sandi.net or (619) 725-7059.
- Related to CELDT training? Call the OLA CELDT Hot Line at (619) 725-7282.

Thank you for helping to ensure the proper administration of this important assessment.

Debra Dougherty
Program Manager
Office of Language Acquisition

APPROVED:



Jim Solo
Executive Director
Leadership and Learning Division

Attachments (2)

Distribution: Lists A, B, D, E, and F

CELDT 2014-2015**Listening / Speaking Training**

On-line registration via <http://sandi.net/ero> is required for all sessions.

Who Must Attend This Training?

- English Learner Support Teachers and English Learner Coordinators ***with less than three years of experience*** coordinating the CELDT and assessing students in Listening and Speaking, AND
- All other persons who will be administering the Listening and/or Speaking portion of the 2014-2015 CELDT ***who have not attended this training since summer/fall of 2011.***

All sessions include training regarding assessment and scoring procedures for Grades K-12

ALL TRAININGS WILL BE HELD AT:

**SCRIPPS MESA CONFERENCE CENTER
10380 Spring Canyon Road
San Diego, CA 92131**

JULY 2014

Session	Date	Time	Session	Date	Time
301	Wednesday July 16	1:00 - 4:00 p.m.	303	Tuesday July 22	1:00 - 4:00 p.m.
302	Thursday July 17	9:00 a.m. - Noon	304	Wednesday July 23	9:00 a.m. - Noon

AUGUST 2014

Session	Date	Time	Session	Date	Time
305	Thursday August 21	1:00 - 4:00 p.m.	307	Wednesday August 27	1:00 - 4:00 p.m.
306	Friday August 22	9:00 a.m. - Noon	308	Friday August 29	9:00 a.m. - Noon

SEPTEMBER 2014

Session	Date	Time	Session	Date	Time
309	Thursday September 4	1:00 - 4:00 p.m.	311	Wednesday September 17	1:00-4:00 p.m.
310	Tuesday September 9	9:00 a.m. - Noon	312	Wednesday September 24	9:00 a.m. - Noon

Questions? Call the district CELDT Hot Line at (619) 725-7282

CELDT 2014-2015**Reading/Writing/Test Coordination Training**

On-line registration via <http://sandi.net/ero> is required for all sessions.

Who Must Attend This Training?

- English Learner Support Teachers and English Learner Coordinators with less than three years of experience doing all of the following tasks: (a) coordinating the CELDT, (b) assessing students in Reading and Writing, and (c) scoring the Reading and Writing portions of the CELDT.
- All persons who will be scoring the Writing portion of the 2014-15 CELDT ***who have not attended this training since summer/fall of 2011.***

All sessions include training regarding assessment and scoring procedures for Grades K-12.

ALL TRAININGS WILL BE HELD AT:

SCRIPPS MESA CONFERENCE CENTER
10380 Spring Canyon Road
San Diego, CA 92131

JULY 2014

Session	Date	Time	Session	Date	Time
501	Wednesday July 16	8:00 a.m. - Noon	503	Tuesday July 22	8:00 a.m. - Noon
502	Thursday July 17	12:30 - 4:30 p.m.	504	Wednesday July 23	12:30 - 4:30 p.m.

AUGUST 2014

Session	Date	Time	Session	Date	Time
505	Thursday August 21	8:00 a.m. - Noon	507	Wednesday August 27	8:00 a.m. - Noon
506	Friday August 22	12:30 - 4:30 p.m.	508	Friday August 29	12:30 - 4:30 p.m.

SEPTEMBER 2014

Session	Date	Time	Session	Date	Time
509	Thursday September 4	8:00 a.m. - Noon	511	Wednesday September 17	8:00 a.m. - Noon
510	Tuesday September 9	12:30 - 4:30 p.m.	512	Wednesday September 24	12:30 - 4:30 p.m.

Questions? Call the district CELDT Hot Line at (619) 725-7282.