

ADMINISTRATIVE CIRCULAR NO. 82
Leadership and Learning Division

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: May 26, 2015

To: All Principals

Subject: CELDT TRAINING: 2015-2016 EDITION

Department and/or Persons Concerned: Principals, Vice Principals, Site English Learner Coordinators

Due Date:

Action Requested: Identify the staff members at your school (or associated with your school) who must attend the CELDT 2015-2016 Listening and Speaking Training and/or the Reading, Writing and Test Coordination Training, and have them register to do so prior to the selected training date(s)

Attachments:

- A. CELDT 2015-2016 Listening and Speaking Training Schedule
- B. CELDT 2015-2016 Reading, Writing, and Test Coordination Training Schedule

Brief Explanation:

The California Department of Education (CDE) has mandated that, for school year 2015-2016, the district use the new *California English Language Development Test (CELDT) 2015-2016 Edition* to conduct its Initial Identification of newly enrolled TK-12 students from homes where a language other than English is frequently used, and for its Annual Assessment of continuing English Learners (ELs).

The 2015-2016 Edition of the CELDT is very similar to the previous version. The format, rubrics, and testing protocols are identical, however there are some new prompts for all four domains (Listening, Speaking, Reading, and Writing).

Conducting CELDT assessments within timelines can be challenging. Principals should take the following issues into consideration and be strategic in planning sufficient staffing, and send a sufficient number of individuals to CELDT administration training:

1. All four portions of CELDT must be administered to each student.
2. Certain portions must be administered individually.
3. Some sections must be administered to small groups of students.
4. The Annual Assessment Window is short, and occurs at the very beginning of the school year: September 8 – October 21, 2015.
5. When CELDT is being administered for the purpose of Initial Identification, it must be given within 30 days of the student's enrollment date.

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 2015-2016 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 is Required to Attend?

- Staff charged with site EL coordination responsibilities who have less than two years of experience with site EL coordination, **AND**
- Individuals who will be assessing students of any grade level in the Listening and/or Speaking domain(s) who have not attended CELDT Listening and Speaking training since the 2011-2012 school year.

After attending this training, Site EL Coordinators will then be able to conduct an abbreviated training on administering the Listening portion for others at their site who not attending training this year, but who will be administering the **Listening** portion to students in **grades 3-12**. Site EL Coordinators/ELSTs may **NOT** conduct training at their own site for the **Speaking** portion.

2. CELDT Reading, Writing and Test Coordination Training: Who is Required to Attend?

- Staff charged with site EL coordination responsibilities who have less than two years of experience with site EL coordination, **AND**
- Individuals who will be assessing/scoring students in **Grades K and/or 1** in the Reading and/or Writing domain(s) who have never attended this training, or have never attended the portion of the training that addresses Grades K and 1, **AND**
- Individuals who will be **administering and scoring** the **Reading** domain for Grades 2-12 who have not previously attended this training or have not been trained on site by an experienced ELST or EL Coordinator, **AND**
- Individuals who will be **administering** the **Writing** domain for Grades 2-12 who have not previously attended this training or have not been trained on site by an experienced ELST or EL Coordinator, **AND**
- Individuals who will be **scoring** the **Writing** domain for any of Grades K-12 who have never attended this training.

After attending this training, Site EL Coordinators will then be able to conduct an abbreviated training at their own site for others not attending training this year, but who will be administering (but not scoring) the Reading and Writing portion for any of grades 2-12.

PAYMENT FOR, AND STAFFING OF, CELDT ASSESSORS

- 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. Site funding sources must be identified to cover these costs.
- 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 training 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, 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. **You will be expected to use site funds to pay all such casual, retired, or temporary employees for attending training and assessing students.**

D. **It is important to discuss issues relating to pay and work hours up front, when arranging for CELDT “independent contractors” to assist your site.** Some temporary, retired, or casual **certificated** workers, may be willing to work at the Visiting Teacher rate of pay, while others may require the more expensive non-classroom hourly rate of pay. Temporary, retired, or casual **classified** workers should be paid at their appropriate “Regular Time” hourly pay rate for assessing students. Such certificated and/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

Attachment (2)

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

CELDT 2015-2016
Listening and Speaking Training Sessions

Please register on-line via ERO at: <http://sandi.net/ero>

Sessions designated with an “E” are designed for experienced assessors who are very familiar with CELDT administration and scoring. Sessions designated with an “N” are for less experienced or new assessors. We expect that sessions for experienced assessors will take approximately 2-2.5 hours, vs. the 2.5-3 hours we expect will be needed for new assessors. Experienced assessors may attend training for new assessors, if they so choose. All sessions cover assessment and scoring procedures for Grades K-12.

Training Location: Mission Bay Professional Development Center
Room 186 on the Mission Bay High School Campus
2475 Grand Avenue, San Diego, CA 92109

July 2015

Session	For	Date	Time	Session	For	Date	Time
101 E	Experienced Assessors	Wednesday July 15	1-3:30	103 E	Experienced Assessors	Wednesday July 22	1-3:30
102 E	Experienced Assessors	Thursday July 16	9-11:30	104 E	Experienced Assessors	Thursday July 23	9-11:30

August 2015

Session	For	Date	Time	Session	For	Date	Time
105 N	New Assessors	Tuesday August 25	1-4	107 E	Experienced Assessors	Thursday August 27	1-3:30
106 N	New Assessors	Wednesday August 26	9-12				

September 2015

Session	For	Date	Time	Session	For	Date	Time
108 N	New Assessors	Tuesday September 1	9-12	112N	New Assessors	Tuesday September 15	9-12
109 E	Experienced Assessors	Wednesday September 2	1-3:30	113 N	New Assessors	Thursday September 24	1-4
110 N	New Assessors	Thursday September 3	9-12	114 N	New Assessors	Tuesday September 29	9-12
111 N	New Assessors	Thursday September 10	1-4				

Please allow plenty of time to find the location, park, and reach the training room on time. You must be present for the entire session in order to receive a certificate of training participation.

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

CELDT 2015-2016
Reading, Writing, Test Coordination Training Sessions

Please register on-line via ERO at: <http://sandi.net/ero>

Training Location: *Mission Bay Professional Development Center
Room 186 on the Mission Bay High School Campus
2475 Grand Avenue, San Diego, CA 92109*

July 2015

Session	Day & Date	Time	Session	Day & Date	Time
301	Wednesday, July 15	8-12	303	Wednesday, July 22	8-12
302	Thursday, July 16	12:30-4:30	304	Thursday, July 23	12:30 -4:30

August 2015

Session	Day & Date	Time	Session	Day & Date	Time
305	Tuesday, August 25	8-12	307	Thursday, August 27	8-12
306	Wednesday, August 26	12:30-4:30			

September 2015

Session	Day & Date	Time	Session	Day & Date	Time
308	Tuesday, September 1	12:30-4:30	312	Tuesday, September 15	12:30-4:30
309	Wednesday, September 2	8-12	313	Thursday, September 24	8-12
310	Thursday, September 3	12:30-4:30	314	Tuesday, September 29	12:30-4:30
311	Thursday, September 10	8-12			

Please allow plenty of time to find the location, park, and reach the training room on time. You must be present for the entire session in order to receive a certificate of training participation.

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