

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: October 23, 2015

To: All Principals

Subject: CELDT TRAINING: 2015-2016 EDITION

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

Due Date: **Immediate Distribution**

Action Requested: None

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 trainings:

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) scheduled numerous opportunities for site staff to attend the two types of training for the CELDT 2015-2016 Edition. The two types of training were:

- (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 differed. We asked that site administrators please:

- a. Reviewed the “target audience” descriptors below to identify those staff members from your site or associated with your site who should have attended each type of training; **and**
- b. Provided those persons with a copy of the appropriate scheduled and registration information. It may have been appropriate for one person to attend both types of training.

TARGET AUDIENCE DESCRIPTORS

1. CELDT Listening and Speaking Training – Who was 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 at their own site for others not attending training this year, but who will be administering the Listening portion for any of 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 was 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 assessors to assist your site. Visiting teachers providing CELDT services must be paid at the Visiting Teacher rate, as outlined in Appendix D of the SDEA Collective Bargaining Agreement (either \$151.47, \$160.37, or \$169.27, as appropriate). Retired certificated workers must be compensated in accordance with Section 7.02 of Appendix D, which is currently \$34.39 per hour.** Temporary, retired, or casual **classified** workers should be paid at their appropriate regular 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 or the Office of Language Acquisition at (619) 725-7264 or 7392.

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

Theresa Laskowski
Program Manager
Office of Language Acquisition

APPROVED:



Jim Solo
Executive Director
Leadership and Learning Division

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