



JOB DESCRIPTION

Job Title	English Learners Coordinator
Department	Teaching and Learning
Reports To	Director of Academic Services
Classification	Certified
Location	District Office
Salary	On Schedule
Length of Contract	199 Days (Will become 204 as of 7/1/18)

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The English Learners Coordinator is responsible for providing direct and indirect program support to administration, teachers, and program support staff to provide consistent and effective services for students in the district who speak a language other than English. The English Learners Coordinator advocates for the needs of EL students at the district level by attending department meetings and sharing strategies to support English language development. The English Learners Coordinator assists district staff in the development and implementation of high quality instruction and curricular programs to support English Language learners.

Essential Job Functions

- Implement the EL program requirements as directed by the Wisconsin DPI.
- Plan quarterly meetings of EL staff.
- Plan annual meeting of BEA (Bilingual Education Assistant) staff and orientate new BEAs to the position.
- Develop professional development for staff to meet the needs of ELs in the district.
- Provide EL consult to schools within the ECASD to guide EL support.
- Work with the District EL Administrator and Title III Consolidated application.
- Collaborate with EL teachers regarding student and programmatic needs.
- Review Program Evaluation and Reclassification forms.
- Meet regularly with the District EL Administrator.
- Attend required title III meetings.
- Update the EL teacher and BEA manual annually to reflect district and state policy changes.
- Collaborate with Teaching and Learning staff to evaluate and select program materials to support English Language Learners.
- Assist EL teachers in connecting with resources to support language instruction.
- Serve on district committees to advocate for the specific needs of English Language learners.

- Plan family outreach events for English Language learner families.
- Facilitate the district ordering and administration of ACCESS for ELs assessment in conjunction with the District Assessment Coordinator and student services.
- Serve on the District EL committee.
- Advocate for the needs of ELs and their families.

Ancillary Job Functions

- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Minimum of two years related teaching experience.
- DPI Educator’s license #395 – English as a Second Language.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Five years of experience working in EL programming.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Knowledge of language acquisition.
- Ability to interpret and make decisions based on data.
- Effective leadership skills.
- Cultural competence.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- May occasionally be exposed to potentially hazardous bodily fluids.
- Moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Must be able to frequently talk and listen.
- May be required to grasp, push, reach, or stoop/kneel/crouch.