



JOB DESCRIPTION

Job Title	English Language Learners Coordinator
Department	Teaching and Learning
Reports To	Director of Academic Services
Classification	Certified
Location	District Office
Salary	On Schedule
Length of Contract	219 Days

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 Language Learners (EL) 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 Language 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

- Implements the EL program requirements as directed by the Wisconsin DPI.
- Provides program support to facilitate language acquisition.
- Coordinates the District's Spanish Dual Immersion Program.
- Plans quarterly meetings of EL staff.
- Plans annual meetings of Bilingual Education Assistant (BEA) staff and orientate new BEAs to the position.
- Communicates regularly with BEA's throughout the year.
- Develops professional development for staff to meet the needs of EL students in the district.
- Provide EL consult to schools within the ECASD to guide EL support.
- Supports the District EL Administrator with Title III Consolidated application(s).
- Collaborates with EL teachers regarding student and programmatic needs.
- Reviews Program Evaluation and Reclassification forms.
- Meets regularly with the District EL Administrator.
- Attends required Title III meetings.
- Updates the EL teacher and BEA manual annually to reflect district and state policy changes.

- Collaborates with Teaching and Learning staff to evaluate and select program materials to support English Language Learners.
- Assists EL teachers in connecting with resources to support language instruction.
- Serve on district committees to advocate for the specific needs of EL students.
- Plans family outreach events for English Language learner families.
- Facilitates the District ordering and administration of EL assessment in conjunction with the District Assessment Coordinator.
- Advocate for the needs of EL students and their families.

Ancillary Job Functions

- Attends professional development offerings as available.
- 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 Certification in English as a Second Language, and/or Bilingual/Bicultural certification.

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.
- Experience with language acquisition and instructional strategy for EL student in a public education setting.

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

- Knowledge of language acquisition, and its application.
- Ability to interpret and make decisions based on data.
- Excellent writing and public speaking skills.
- Outstanding organizational and planning abilities.
- Excellent leadership and facilitation skills in working effectively with individuals and groups.
- Knowledgeable in the areas of curriculum, instructional methods, and theory.
- Desire to serve as a team player.
- Outstanding problem solving and conflict resolution skills.
- Ability to work a flexible schedule including work as directed outside of the school calendar.
- Able to travel to multiple District buildings in compliance with the District driving policy.
- Demonstrates an understanding and use of equitable and culturally responsive practices.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

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

- Normal office/school environment and 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.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.