

Job Description

Job Title: **English Language Learner Coordinator**
 Job Family: **Certified**
 Pay Program: **Administrative**
 Prepared/Revised Date: **July 2017**

Job Code: **100309**
 FLSA Status: **Ex – P**
 Pay Range: **L 10**
 Work Year: **10 months**

SUMMARY: Ensure measurable improvement in and availability of instructional practices, research, and assessment systems that contribute to schools’ instructional achievement for English Language Learners (ELLs). Collaborate with building and district leadership to develop understanding of effective ELL programming, English Language Development instructional practices, and effective content area scaffolding techniques.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Develop, design, and adjust curriculum resources and tools that assist content teachers in supporting student mastery of content-specific standards. Collaborate with other district departments to increase knowledge of effective ELL practices in all content area instruction and intervention by meeting in small groups, one-on-one consultation, and professional development	W	25%
2. Develop and facilitate ongoing, differentiated professional development for ELD practitioners, general education teachers, administrators, and special service providers regarding best practices in English language development, scaffolded instruction, district initiatives, and assessment (WIDA Screener/ACCESS).	W	20%
3. Provide leadership in the development of ELD programming and scaffolded content instruction through data analysis of ELL performance and knowledge of current ELD research. Support schools with identification, placement, and annual progress monitoring of ELLs. Provide support to the assessment department with annual assessments including placement and annual language proficiency assessments.	W	15%
4. Respond to teacher, school, parent, and community needs including informal requests regarding policies, procedures, and programming for ELL students.	D	10%
5. Research and coordinate the selection of ELD instructional materials. Oversee the process for adopting instructional materials. Assist in data collection and analysis to monitor ELD programming and student academic success during and after receiving ELD services.	M	10%
6. Collaborate with Special Populations departments to ensure equitable programming and continued academic progress for ELLs with specialized learning needs.	W	5%
7. Conduct program reviews, develop new programs and/or courses, revise and implement curriculum frameworks as needed to align with National and State Framework changes. Inform administrators and teachers about changes, best first instruction in the delivery, pacing, and implementation of the resources that are chosen.	Ongoing	5%
8. Maintain and develop professional skills and knowledge of ELL issues and techniques by attending district meetings, conferences, researching, networking, reading, and through continuing education.	Ongoing	5%
9. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master’s degree from an accredited college or university in language acquisition, culturally and linguistically diverse education or related field.
- Minimum of five (5) years of experience in elementary or secondary education and experience as an ELL teacher.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Must possess or be able to obtain a valid and appropriate Colorado Educator License.
- Principal license preferred.
- Ability to travel among school locations.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Advanced skills in oral and written communication, interpersonal relations, management and problem solving. Ability to work collaboratively with all District departments and personnel.
- Advanced knowledge of language acquisition and the teaching of limited –English students, curriculum and staff development strategies.
- Experience developing and delivering professional development to adults.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	English Language Learner Director	5007

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for proper use of ELL resources and supplies.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions 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 the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk		X		
Sit			X	
Use hands to finger, handle or feel			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate			X	
Copy		X		
Coordinate		X		
Instruct			X	
Compute		X		
Synthesize	X			
Evaluate			X	
Interpersonal Skills			X	
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	