

TITLE: ELL Coordinator

REPORTS TO: Building Administrator / Superintendent

FAIR LABOR STANDARDS ACT (FLSA): Exempt. (Administrative/Professional)

QUALIFICATIONS:

1. Valid Oregon Teaching License with proper endorsement(s).
2. Training in elementary, middle school, or high school education with strengths in English, Reading, and Math.
3. Knowledge of developmentally appropriate practice strategies, i.e., cognitive, affective, and psychomotor areas of child growth and development.
4. Ability to plan strategies to meet school and district goals.
5. Demonstrated abilities (written or oral) to plan classroom instruction around district philosophy, goals, and learner outcomes.
6. Demonstrates fluency in oral and written English communication.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

JOB GOAL: The District English Language Learners (ELL) Coordinator position plans and coordinates the English Language Development (ELD) in the district, including insuring that state regulations that guide the ELD programs are met. This educator also works with teachers and administrators to assist with improving system wide practices in both these areas.

ESSENTIAL JOB FUNCTIONS:

I. Personal Qualities:

1. Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
2. Communicates and works cooperatively with other members of the staff and public.
3. Is neat in appearance and dresses appropriately for the position.
4. Maintains confidentiality and honesty in performing assigned tasks.
5. Functions in a positive attitude where there is pressure, frequent interruptions, and in an atmosphere which may be stressful.

II. General Duties:

1. Assists school administrators for the purpose of supporting them in meeting the needs of English Language Learners.
2. Conducts meetings with staff for the purpose of coordinating district wide activities including disseminating and receiving information, planning and implementing activities/events, addressing operational issues, etc.
3. Confers with staff as may be appropriate regarding instructional techniques, organization of practices, etc. for the purpose of providing guidance and mentoring.

4. Supports school administrators and teachers in implementing best practices in supporting English Language Learners.
5. Coordinates language proficiency testing (e.g. ELPA) for the purpose of identifying students that qualify for English Language Development programs.
6. Coordinates testing of ELL students, including ELPA, ELL program intake assessments or/and other state assessments.
7. Identifies program needs (e.g. instructional materials and equipment, etc.) for the purpose of providing input to school administration that will enhance the ELD program.
8. Monitors inventory of instructional materials, equipment and supplies for the purpose of identifying required items to provide instruction in accordance with established curriculum.
9. Prepares a variety of reports and written materials (e.g. District ELD plan, ODE data/state reporting), Desk Monitoring.
10. Maintains all documentation and records related to current, monitored and former ELL students in the district.
11. Ensures that ELL program protocols are followed as outlined in the district's ELL program plan.
12. Coordinates the scheduling and implementation of English Language Development instruction throughout the school district.
13. Supports and mentors new ELD teachers in the district.
14. Insures that all federal and state reporting requirements are met.
15. Responds to inquiries from school personnel for the purpose of providing information, assistance and/or direction related to the grade level or special area activities.
16. Communicates with parents related to identification, and graduation of students from the program.
17. Attends all ODE ELL consortium meetings.
18. Attends other COSA conferences related to ELL.

III. Timeliness

The employee demonstrates a willingness and ability to model appropriate behavior in being timely.

1. Returns requests for information by the date and time specified.
2. Attends all meetings as required; attends in a prompt manner.
3. Notifies the building administrator in the event of illness.

Physical Qualifications: The physical demands described here 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. If this position is shared between campuses, driving may be necessary.

Employee may use hands for repetitive single grasping, pushing/pulling, and fine manipulation.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, twist, or climb. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The employee must frequently lift, carry, and/or move up to 25 pounds, and occasionally lift, carry, and/or move up to 50 pounds.

Terms of Employment: Contract length, salary and benefits, etc. are as outlined and agreed to in the Collective Bargaining Agreement in effect between Monroe School District #1J and Monroe Teachers Association.

Mandatory Child Abuse Reporting: As mandatory reporters (ORS 419b.010) all employees are required to immediately report to Law Enforcement and/or Department of Human Services any instance of suspected child abuse.

Evaluation: Performance of this position will be evaluated in accordance with the provisions of the Board's policy on evaluation of licensed personnel.

Reviewed by: _____ **Date:** _____