TITLE: **English Learners Coordinator**

QUALIFICATIONS:

1. ~~Holds valid Kentucky certification either as a supervisor of instruction, school superintendent, or principal~~

1. Holds a valid and appropriate Kentucky Certificate for the position

1. Has three years of ~~leadership~~ teaching experience working with English Language Learners
2. Has demonstrated knowledge about and/or experience with English Learners (EL) / Limited English Proficiency (LEP) programming
3. ~~Possesses such alternatives to the above qualifications as the Board may find appropriate and acceptable~~
4. Has demonstrated ability to communicate and work effectively with parents, staff, students, and community

REPORTS TO: Assistant Superintendent ~~for Learning Support Services~~ of School and System Improvement

JOB GOAL: To assure that identified EL/LEP students are serviced appropriately and in compliance with all State and Federal Regulations.

PERFORMANCE RESPONSIBILITIES:

1. Assumes the responsibility for implementing local, State and Federal guidelines and policies in the areas of English Learners (EL) and Limited English Proficiency (LEP)
2. ~~Assumes the responsibility for the budgeting, administration, and reporting of all Title 3 funds~~
3. ~~Organizes and administers the overall~~ Prepares reports and forms required for the EL/LEP program~~ming for the district~~
4. ~~Serves as liaison to all schools regarding EL/LEP programming~~
5. In consultation with the Director of Assessment, assists building level EL/LEP teachers with assessment of students for placement purposes
6. In consultation with the Director of Assessment, administers annual English proficiency testing, including ordering of materials, dissemination, development and maintenance of test records
7. Prepares reports and forms required for the EL/LEP Program
8. Establish and monitor appropriate recordkeeping in Ellevation and Infinite Campus (including screening, RFEP monitoring and benchmark assessments)
9. Maintains documentation and record keeping of data for EL students
10. Provides professional development for staff
11. ~~Provides on-site assistance to parents, teachers and staff~~
12. Assists building level EL/LEP teachers in the design of the curriculum and in monitoring and reporting of student progress
13. Provides direct assistance to teachers in implementing best practices and acquiring appropriate resources
14. Provides direction for the appropriate utilization of para-professionals in supporting EL/LEP instruction
15. ~~Maintains a schedule of regular visitation with all schools~~
16. Attends meetings, seminars, and conferences at local, regional, state, and national levels as pertains to the areas of English as a Second Language
17. ~~Promotes family-school partnerships and community engagement through the development of innovative programming and through regular communication about the EL/LEP program~~
18. ~~Collaborates with other community resources to assist EL/LEP families~~
19. Manages translation services and supervises the translations of documents
20. Assesses ESL/LEP students for qualification to Gifted/Talented Services, Special Education and Preschool
21. ~~Coordinates and supervises a district wide EL/LEP summer program~~
22. ~~Pursues grants and sub-grants for English language acquisition and language enhancement~~
23. ~~Provide oversight to the process of recruiting and evaluating all staff related to English Language Learners.~~
24. Maintains Central Registration Schedule for new students: including screening/family interviews and record transfers
25. In collaboration with the High School Counselors, schedule testing, and identify students eligible for the Seal of Biliteracy Award
26. Performs other duties as assigned

TERMS OF EMPLOYMENT:

* Salary Index
* ~~12~~ 10¼ months
* Board approved: 2/13/2015