



Kenton County School District | *It's about ALL kids.*

**THE KENTON COUNTY BOARD OF
EDUCATION**

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Dr. Henry Webb, Superintendent of Schools

KCSD ISSUE PAPER

DATE:

11/19/2018

AGENDA ITEM (ACTION ITEM):

Consider/Approve Revise the existing job description entitled "English Learner Coordinator".

APPLICABLE BOARD POLICY:

03.133 "Duties": Job Description

HISTORY/BACKGROUND:

With the upcoming retirement of the District's English Learner (EL) Coordinator at the end of December 2018, a review of the current EL Coordinator job description was performed. This review led to the proposed revisions of the EL Coordinator's performance responsibilities. The revisions will ensure the performance responsibilities of the EL Coordinator are in line with current District goals while increasing the focus on collaboration with all stakeholders of the EL program.

FISCAL/BUDGETARY IMPACT:


There is no fiscal/budgetary impact since this revision will not change the terms of employment.

RECOMMENDATION:


It is recommended the Kenton County Board of Education approve the revision of the "English Learner Coordinator" job description.

CONTACT PERSON:

Martha Setters, Assistant Superintendent of Curriculum and Instruction; Matt Rigg, Executive Director of Human Resources


Principal


District Administrator


Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.

Kenton County Board of Education

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Joshua Crabtree, Esq. Carla Egan Jesica Jehn
"The Kenton County Board of Education provides Equal Education & Employment Opportunities."

Kenton County School District
Job Description: English Learner (EL) Coordinator
Job Class Number: TBD

TITLE: English Learner (EL) Coordinator

QUALIFICATIONS:

1. Holds a valid appropriate Kentucky certificate for teaching English as a Second Language
2. Has successful teaching experience, with at least one year experience teaching or tutoring EL or LEP (Limited English Proficiency) students
3. Is knowledgeable of current and effective teaching practices for EL and LEP students
4. Has demonstrated ability to communicate and work effectively with parents with limited English proficiency, staff, students, and community

REPORTS TO: Assistant Superintendent Curriculum and Instruction or designee

SUPERVISES: Instructional Assistant(s)

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 responsibility for, and is delegated the authority to assist Office of Academic Affairs staff in implementing local, State and Federal guidelines and policies in the areas of English as a Second Language and Limited English Proficiency
2. In consultation with the District Assessment Coordinator, administers annual English proficiency testing, including ordering of materials, dissemination, development and maintenance of test records
3. ~~Coordinates the activities of Districtwide Instructional Assistant(s) assigned to EL responsibilities~~
4. In consultation with the District Assessment Coordinator, assists building level EL teachers with assessment of students for placement purposes
5. Provides instruction for EL/LEP students as needed
6. Prepares reports and forms required for the EL/LEP Program
7. ~~Establishes and monitors appropriate recordkeeping~~
8. Provide ongoing professional standards-based and growth learning for staff
9. Provides on-site assistance to parents, teachers and staff
10. Assists building level EL teachers in the design of the curriculum and reporting of student progress
11. ~~Provides direct assistance to teachers in implementing best practices and acquiring appropriate resources~~
12. Maintains a program of visitation with all schools
13. ~~Keeps current with all educational developments and practices~~
14. Attends and/or presides over required meetings or as the supervisor designates
15. Assumes the responsibility for the budgeting, administration, and reporting of all Title 3 funds
16. Organizes and administers the overall EL/LEP programming for the district
17. Serves as liaison to all schools regarding EL/LEP programming
18. Establish, maintain documentation, and monitor appropriate recordkeeping of data for EL students
19. Provides direction for the appropriate utilization of instructional assistants in supporting EL/LEP instruction
20. Attends meetings, seminars, and conferences at local, regional, state, and national levels as pertains to the areas of English as a Second Language
21. Promotes family-school partnerships and community engagement through the development of innovative programming and through regular communication about the EL/LEP program
22. Collaborates with other community resources to assist EL/LEP families

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23. Manages translation services and supervises the translations of documents
24. Assesses ESL/LEP students for qualification to Gifted/Talented Services, Special Education and Preschool
25. Coordinates and supervises a district wide EL/LEP summer program
26. Pursues grants and sub-grants for English language acquisition and language enhancement
27. Provide oversight to the process of recruiting and evaluating all staff related to English Language Learners.
28. Performs other responsibilities as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230
- Salary Schedule: Certified Salary Scale and Coordinator Index
- Fair Labor Standards Act (FLSA) Status: Exempt

EVALUATION:

Performance of this job will be evaluated by an Assistant Superintendent, Executive Director, or designee

APPROVED: 06/15/1998

REVISED: 05/20/2002, 07/21/2003, 10/19/2009, 06/01/2015, 06/14/2018