



**JESSE BACON, SUPERINTENDENT**

ADRIENNE USHER, ASSISTANT SUPERINTENDENT

BRANDY HOWARD, CHIEF ACADEMIC OFFICER

TROY WOOD, CHIEF OPERATIONS OFFICER

**TO:** Dr. Jesse Bacon, Superintendent *JB*  
Adrienne Usher, Assistant Superintendent

**FROM:** Althea Hurt, Director of Human Resources *AH*

**DATE:** May 8, 2023

**RE:** **Item for the MAY Board Meeting - EL Lead Teacher/Coordinator Job Description**

Attached is a job description for the position of English Language Lead Teacher/Coordinator. The person in this district-level position will provide organization and coordination of the overall English Language Program related to curriculum, instruction, assessment, professional learning, and EL Family engagement. The position will be 187 days with 5 extended days.

Attachment: Job Description

**BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION**

## **BULLITT COUNTY PUBLIC SCHOOLS**

**POSITION:** **ENGLISH LANGUAGE LEAD TEACHER/COORDINATOR**

**POSITION SUMMARY:** The primary responsibilities are to provide organization and coordination of the overall English Language Program related to curriculum, instruction, assessment, professional learning, and EL family engagement. In addition, this position collaborates with district leadership in implementing and oversight of all programming aspects. This person coordinates district wide activities, disseminating and receiving information related to English Language Development; planning and implementing activities and/or special events; addressing operational issues related to their role as coordinator of ELL activities at each school site; providing recommendations of expenditures for activities, equipment, and supplies that enhance the school programs; and serving as a resource to respective school staff, providing support and guidance based on their subject area knowledge and experience. The English Language Lead Teacher/Coordinator provides student instruction and collaborates with EL teachers to co-plan, co-deliver, and individualize instruction for all students in a class; work together creatively to accommodate special needs, diversity and educational backgrounds of the students; and overcome instructional challenges constructively. The EL teacher will follow the regulations associated with ELD standards and reporting requirements that pertain to Title III.

**QUALIFICATIONS:**

- 1.) Kentucky certificate, license or other legal credentials required.
- 2.) ESL Endorsement/Certification
- 3.) Experience and such alternatives to the above qualifications as deemed appropriate and acceptable by the Kentucky Professional Standards Board.
- 4.) Preferred minimum of three years EL teaching experience

**REPORTS TO:** Assistant Superintendent and/or Director of Elementary and Secondary Education

**SUPERVISES:** Students

**TERM:** 187 days, 5 extended days

## **PERFORMANCE RESPONSIBILITIES:**

1. Creates and maintains a learning climate that supports student learning outcome
2. Coaches and supports teachers in planning, delivering, and assessing quality instruction for ELs.
3. Plans, models, and co-teaches effective lessons with teachers.
4. Regularly visits classrooms to provide feedback to teachers to improve instructional planning, delivery, and assessment, including planning for ongoing monitoring and support for the successful language acquisition.
5. Assists with the supervision and administration of the district's ESL program, including curriculum and instructional program.
6. Analyzes SOL, ACCESS for ELs, and assessment data to identify areas for improvement, establish goals, and monitor improvement.
7. Provides leadership and support in the development, implementation, and revisions of the ESL curriculum.
8. Develops and conducts professional development for teachers and administrators regarding instructional strategies and best practices for ELs.
9. Coordinates and facilitates teacher study group activities and the sharing of successful lessons to ensure the successful implementation of the program.
10. Participates in on-going professional development by attending workshops, lectures, and institutes on specific subjects to enhance job performance such as knowledge in language acquisition, literacy development, coaching skills, and adult learning theory.
11. Keeps abreast of all federal and state Title III and LEP/ EL guidelines.
12. Assists in ESL program presentations, professional development sessions, state assessments, and trainings as needed
13. Assists in planning and implementation of summer programs.
14. Assists with the selection of textbooks, instructional materials, instructional resources, and equipment for the ESL program.
15. Implements Board policies, administrative regulations, school rules governing student life and conduct and develops reasonable rules of classroom behavior and procedure.



16. Evaluates specific teacher/learning situations and communicates to students and others (e.g. progress reports, parent-teacher conferences and portfolios).
17. Takes necessary and reasonable precautions to protect students, equipment, materials and facilities.
18. Maintains accurate, complete and correct records as required by the law and district policy.
19. Identifies pupil needs and collaborates with other professional staff members in assessing pupil health, attitude and learning problems.
20. Performs professional responsibilities and duties as outlined in Board policy, such as regular attendance, punctuality, attending staff meetings, serving on committees, and accepts a share of responsibility for extra-curricular activities, professional development and professional growth.
21. Demonstrates effective collaboration skills among peers, subordinates, supervisors, students and parents.
22. Directs the work of instructional assistants.
23. Evaluates own overall performance and develops a yearly plan for professional growth and development in accordance with state regulations.
24. Aids in the administration of group standardized tests in accordance with the district or state regulations.
25. May be asked to perform health related services for students after receiving appropriate training.
26. Performs any other such duties as designated by the immediate supervisor/principal.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

Approved by: \_\_\_\_\_ DATE \_\_\_\_\_

Reviewed and Agreed by: \_\_\_\_\_ DATE \_\_\_\_\_