



Job Title: Coordinator English Language Learners

Exemption Status/Test: Exempt

Reports to: Director – English Language Learners

Date Revised: August 2021

Dept. /School: English Language Learners

Primary Purpose:

To provide leadership for the implementation of the Bilingual Education (BE) Transitional/Early Exit, BE Transitional/Late exit, BE Dual Language, BE Gifted and Talented, and BE Magnet Programs to advance student achievement among English language learners. In addition, coordinate the state mandated ELL summer school programs, annual BE Exception requirements, and federal and state improvement plans. Ensure compliance with all federal, state and district mandates and guidelines effectively utilize program personnel, funds, and available resources to enhance the instructional programs.

Qualifications:

Education/Certification:

Master's degree in relevant educational field
Valid Texas Administrator Certification or eligible for probationary certificate
Valid Texas Teacher's Certification
Valid Bilingual Education Certification/Endorsement

Experience:

Three (3) years of successful public school teaching experience
Ability to speak and write Spanish fluently (preferred)

Special Knowledge/Skills:

Bilingual/biliterate Spanish/English skills required
Experience in project design, implementation, and monitoring of LPAC operations
Experience planning, developing and implementing professional development programs
Experience leading TEKS-based assessment programs, including design and delivery
Experience working with district departments to integrate system-wide activities to meet targets
Ability to interpret data to evaluate program implementation effectiveness
Proficiency with technology including multi-media technology
Proficiency with various elementary BE and ESL program designs
Strong organizational, communication, leadership, public relations, and interpersonal skills
Ability to communicate with teachers, educational leaders, school trustees, parents, and community leaders
Ability to function as a member of a high-performing team
Ability to work well with a diverse population

Major Responsibilities and Duties:

Instructional and Program Management

1. Provides leadership for the development, articulation, implementation and stewardship of existing BE Programs, including BE Transitional/Early Exit, BE Transitional/Late Exit, BE Dual Language, BE Gifted and Talented, and BE Magnet Programs.
2. Facilitates the development of comprehensive plans for achieving improvement goals required by federal and state accountability systems.

3. Use appropriate data in collaboration with other to establish rigorous, concrete goals in the context of student achievement and programs serving English language learners.
4. Operationalizes high expectations for English language learners and assesses progress toward those expectations through performance assessments linked to clear standards.
5. Defines systemic implications of how change initiatives interact so coherence for English language learners can be maintained across district and campus programs.
6. Assists with the coordination of the development and implementation of innovative instructional programs serving English language learners to achieve identified needs.
7. Develops and implements processes for monitoring and evaluating programs and initiatives serving English language learners.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment such as personal computers and peripherals

Posture: Prolonged sitting, occasional bending/stooping, pushing, pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Working irregular hours; occasional prolonged hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress; maintain confidentiality

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.