

JOB DESCRIPTION

Wood Dale School District 7

TITLE: English Language Learner (ELL) Coordinator

QUALIFICATIONS:

- Professional Educator License with Bilingual and ESL endorsements
- Administrative Endorsement
- Demonstrates fluency in spoken and written Spanish and/or Polish
- 5 years teaching experience
- Willingness to collaborate with others in a positive manner
- Willingness to acquire new or broader knowledge in the areas of curriculum, instruction, and assessment of ELLs
- Willingness to take on new work assignments
- Excellent interpersonal relations, communication, problem solving, leadership and organizational skills

REPORTS TO: Curriculum Director and Building Principals

PERFORMANCE RESPONSIBILITIES:

1. Work with ELL teachers to resolve student achievement concerns.
2. Use a variety of instructional strategies appropriate for teaching students from diverse backgrounds, language needs, and different learning styles.
3. Assist ELL teachers to differentiate instruction while maintaining high rigor within the curriculum for students of all language proficiency levels.
4. Model effective teaching strategies and techniques.
5. Assist with the evaluation of program effectiveness.
6. Lead ELL curriculum development.
7. Present and/or coordinate staff development at least twice a year (or in accordance with the State and Federal grants) to assist teachers in implementing best practice strategies for ELLs.
8. Present and coordinate new teacher staff development, a minimum of once a year (or in accordance with the State and Federal grants), to assist new teachers in understanding the District ELL program and to understand State and Federal requirements for ELLs.
9. Present and coordinate training for ELL program staff in their initial year of service. This will include, but not limited to; training activities that will develop knowledge of the requirements for the program established in the State rules and regulations and the district's policies and procedures.
10. Monitor scores on district assessments to assist in continuous development of student progress.
11. Collaborate with ELL teachers to review data and determine where support is needed.
12. Collaborate with teachers on classroom data for instructional planning, progress monitoring and program evaluation.
13. Collaborate with Data Management Assistant, Principals and Curriculum Director to monitor ELL data for State and Federal reports and for the SIS system.
14. Oversee the process to monitor the progress of Year 1 & Year 2 exited students.

15. Oversee the administration of required language proficiency and academic achievement tests for placement and ongoing monitoring of student progress and determining when student is to be exited from the program.
16. Oversee ELL files and conduct periodic file checks in each building to ensure consistency and State compliance.
17. Oversee ELL program requirements as set forth by the State.
18. Coordinate and facilitate regular meetings with ELL program staff.
19. Coordinate communication among ELL teachers about issues and needs relating to ELL students.
20. Coordinate monthly meetings with the principals to discuss program requirements and ELL SIS data.
21. Assist teachers with administering all required language proficiency tests.
22. Assist principals with the placement of ELL students.
23. Update the District ELL Handbook.
24. Coordinate and/or conduct ELL parent meetings (ex. BPAC).
25. Complete all required State and Federal reports related to the program.
26. Assist staff in choosing resources that accomplish program goals.
27. Participate in grant writing activities to obtain program funding.
28. Assist with the selection and purchase of resources for the program.
29. Train, coordinate and oversee personnel to administer State tests.
30. Communicate with the high school ELL coordinator to ensure consistency of curriculum and programming.
31. Evaluate and/or participate in the evaluation of the ELL staff.
32. Performs other duties as assigned

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

TERMS OF EMPLOYMENT: As defined by the Negotiated Agreement and Letter of Agreement