

English Learner ~~Teacher~~Coordinator (Grades 9-12)

****Please submit a copy of your current IVP Card, Certificate and Transcript with your application******

Position Purpose

The English Learner ~~Teacher~~Coordinator is responsible for coordinating the English as a Second Language program and related activities; providing information and guidance to teachers and school, implementing and maintaining services within established guidelines and standards; developing goals and strategic plans; and providing guidance as needed and/or assigned.

Essential Performance Responsibilities

- ~~Assists the District Test Coordinator with implementing and tracking AZELLA testing. Serves as the AZELLA District Test Coordinator~~
- ~~Assists the District Test Coordinator~~Serves as LEA contact to ADE OELAS office
- Monitors the program for compliance in accordance with state and federal laws and regulations.
- ~~Leads Works with the A.P. of Curriculum & Instruction to~~and coordinates the development and implementation of district programs and services for English learners
- Coordinates all assessment and placement of English learners based on federal, state, and district requirements
- Ensures compliance with all applicable statutes and regulations by remaining informed, interpreting requirements to appropriate teaching and administrative staff, and monitoring department operations and activities for compliance
- Oversees the development and distribution of English learner documents and communications to staff, parents, and counselors.
- ~~Assists Student Support Services personnel in AZELLA related administration, including AZELLA training for AZELLA School Test Coordinator, Test Administrators, and other staff.~~
- Applies knowledge gained from professional development activities
- Supports the teaching, learning, and assessment of the State Board adopted English Language Proficiency Standards (ELP)

- Collaborates with other teachers in regards to- ELD instructional support
- Designs and achieves a yearly professional development plan in conjunction with the primary evaluator
- Displays pedagogical knowledge as outlined in the Arizona State Professional Teaching Standards
- Shows evidence of collecting, analyzing and disaggregating data for the purpose of improving student achievement and evaluating curriculum and instructional goals
- Embeds knowledge and skills gained from professional development activities in professional development to support students' learning
- Uses the professional day in a purposeful and productive manner
- Completes assigned tasks and projects in a competent and timely fashion
- Communicates and responds to all stakeholders in a competent and timely fashion
- Adheres to legal and procedural guidelines (i.e., Board Policy, EL~~L~~, Special Education)
- Demonstrates receptivity to ideas, challenges, and concerns presented by stakeholders
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities
- Completes other ~~job-related~~job-related duties as assigned by the~~ir~~ supervisor
- Interviews and recommends for hire both certified and classified staff
- Demonstrates knowledge of state and federal laws regarding EL students
- Demonstrates knowledge of appropriate assessment, placement, instructional, and transition processes for students
- Demonstrates knowledge of best practices/strategies for instructing EL students
- Effectively uses technology as a tool for planning and implementing instructional strategies and professional development
- Demonstrates the ability to: work effectively under time constraints, multi-task, adhere to details, maintain organization, and work independently with minimal supervision or assistance

- Demonstrates the ability to maintain an extremely high regard for confidential and sensitive information
- Demonstrates flexibility, common sense, and good judgment
- Coordinates ESL program components, support needs and materials for the purpose of meeting student needs while complying with district and/or program guidelines
- Promotes involvement and understanding of the ESL program for the purpose of meeting the ongoing needs of, and encouraging participation in, the ESL programs and related course offerings.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the program.

Additional Duties

Performs other related tasks as assigned by the Principal and other central office administrators as designated by the Superintendent.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

Equipment

Uses standard office equipment such as personal computers, printer, copy and fax machines, and telephone.

Travel Requirements

Travels to school district buildings and professional meetings as required.

Knowledge, Skills and Abilities

- Knowledge of current teaching methods and educational pedagogy, as well as differentiated instruction based upon student learning styles.
- ~~Knowledge of a wide range of mathematic subject areas, including arithmetic equations, calculus, trigonometry, geometry, and other related areas.~~
- Knowledge of data information systems, data analysis, and the formulation of action plans.
- Knowledge of applicable federal and state laws regarding education and students.
- Ability to use computer network systems and software applications as needed.

- Ability to organize and coordinate work.
- Ability to communicate effectively with students and parents.
- Ability to engage in self-evaluation regarding performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

Physical and Mental Demands, Work Hazards

Works in standard office and school building environments.

Note: Also see the Summary of Physical, Sensory and Environmental Requirements Needed to Perform Essential Functions for this position.

Qualifications Profile

- Certification/License:
 - [Arizona State teaching certificate](#)
 - [SEI Endorsement](#)
- Motor Vehicle Operator's License or ability to provide own transportation.
- Bilingual Education PreK-12 Endorsement (optional)

Education

- Bachelor's Degree from an accredited college or university in education discipline applicable to teaching assignment.
- Master's Degree preferred.

Experience

Successful prior teaching experience for the appropriate grade level preferred.

FLSA Status: Exempt

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