



DISTRICT ENGLISH LANGUAGE LEARNER/ LANGUAGE IMMERSION COORDINATOR

Objectives

- Support school administrators and teachers in implementing best practices in supporting English Language Learners and dual language immersion students.
- Ensure that English Language Learners/Language (ELL) program protocols and guidelines are implemented and followed throughout the school district.
- Support district personnel in understanding and implementing ELL program procedures and instructional guidelines.
- Guide and support an articulated and aligned dual language immersion design at the schools with immersion programs.
- Provide professional development and support for ELL and language immersion teachers and administrators.

Position Summary

The District English Language Learners/Language Immersion Coordinator position plans and coordinates the ELL and language immersion work in the district including insuring that state regulations that guide English Language Development programs are met. This educator also works with teachers and administrators to assist with improving system wide practices in both these areas.

Supervisory Relationship

This position reports to the Federal Grants Administrator.

Essential Functions

- Support school administrators and teachers in implementing best practices in supporting English Language Learners.
- Ensure that ELL program protocols are followed as outlined in the district's ELL program plan.
- Support staffing and budgeting of the ELL program.
- Lead the ELL program team, including facilitating monthly team meetings and staff development opportunities.
- Coordinate the scheduling and implementation of English Language Development instruction throughout the school district.
- Support and mentor new ELD teachers in the district.
- Work with the ELL Program assistant to maintain records of all English learners
- Insure that all federal and state reporting requirements are met, including writing Title III reports and grants.
- Coordinate testing of ELL students, including ELPA, ELL program intake assessments or/and other state assessments.

- Support school administrators and teachers in implementing best practices in supporting dual language programs.
- Coordinate and support the district’s dual language immersion programs.
- Conduct and analyze on-going formative and summative evaluation data of program effectiveness for ELL and language immersion programs.

Required Knowledge, Skills and Abilities

1. Ability to communicate effectively orally and in writing.
2. Ability to analyze, develop, implement, and track intervention plans and strategies.
3. Strong knowledge of instruction and assessment for ELL students, including the ability to analyze data from multiple sources.
4. Strong knowledge of English Language Proficiency standards.
5. Strong knowledge of best practices in dual language education.
6. Strong instructional technology skills.
7. Ability to oversee the work of others.
8. Strong organizational skills.
9. Bilingual/bicultural knowledge and skills are preferable.

Minimum Qualifications

Education

- Master’s degree from an accredited university
- Oregon Teaching license and ESOL Endorsement

Experience

- At least four years of experience working with students and teachers.
- Demonstrated successful experiences working with teachers and administrators supporting students.
- Experience with ELL and language immersion curriculum.
- Experience leading professional development and coaching, including integration of ELL practices into instruction.

Work Environment

Duties are performed in an office environment, training environment, and in schools.

ADDITIONAL INFORMATION	
Employee Unit	Eugene Education Association
Pay Grade	Licensed Schedule
Developed by	Cydney Vandercar – <i>Director of Human Resources</i>
Approved by	Charis McGaughy, - Assistant Superintendent for Instruction and Cydney Vandercar, <i>Director of Human Resources</i>
Last revised	March 2016