

## POSITION DESCRIPTION

<b>TITLE:</b>	English Language Learner (ELL) Coordinator	<b>SUPERVISOR:</b>	Building Principal
<b>DEPARTMENT:</b>	Elementary and Secondary Schools	<b>CLASSIFICATION:</b>	Certified

### I. Accountability Objectives:

The English Language Learner (ELL) Coordinator is the language expert for all District buildings. The ELL Coordinator is expected to evaluate, instruct, and improve English proficiency as well as serve as resource to the school for English language concerns.

### II. Position Characteristics:

Salary: To Be Determined

Length of Contract: 188 Days

### III. Position Relationships:

Reports to: Building Principal

Coordinates with: Building administration; District staff; ELL aides, students, parents

### IV. Position Qualifications:

#### A. Required experience and training:

Bachelor's Degree in Education from an accredited university.

#### B. Special requirements of the position:

Elementary or Secondary Educator's License and a DPI Educators License 1395  
– English as a Second Language.

### V. Position Responsibilities:

- A. Assist building principals in the hiring and supervision of ELL personnel.
- B. Evaluate ELL program efficacy and make recommendations to the district.
- C. Manage the ELL program budget and oversee and facilitate the application of resources for ELL programs.
- D. Serve as a resource to classroom teachers to help ELL students achieve academically in the classroom.
- E. Use and share language teaching strategies to increase English proficiency for students who speak a language other than English at home.
- F. Advocate for the needs of ELL students.
- G. Assist ELL paraprofessionals with ELL instruction and student planning.
- H. Evaluate the language needs of students whose families speak a language other than English at home and recommend appropriate language support.
- I. Administer a language screener to students for whom a language barrier is impeding their academic success.
- J. Maintain accurate ELL cumulative files and communicate changes to building principals.
- K. Participate in ongoing professional development including ELL staff meetings.
- L. Administer the ACCESS for ELL assessments.
- M. Communicate language needs and progress of the ELL students to classroom teachers, administrators and families.
- N. Lead the ELL Consult Team.
- O. Create a schedule that best meets the needs of the language students.
- P. Maintain up-to-date plan of service for K-12 ELL program.

- Q. Connect ELL families with school events.
- R. Use data to develop a language learning plan for each K-12 ELL student.
- S. Keep up-to-date with Title III Laws and Regulations.
- T. Maintain updated ELL family database.
- U. Organize translators for District activities.
- V. Facilitate ELL meetings monthly or as needed.
- W. All other duties as assigned.