

**POSITION TITLE:** Coordinator of Bilingual/English Language Learners (ELL)

**QUALIFICATIONS:** Postgraduate professional license with an endorsement in English as a Second Language. Administration and Supervision endorsement preferred. A minimum of five years of successful teaching/leadership experience in bilingual/ESL education. Building, district level or program coordination experience and management experience required. Must have a thorough knowledge of the pedagogy, principles, practices and policies relative to bilingual/ESL programming, inclusive practices, literacy, and current best practices and innovations in supporting the success of students are English language learners. Excellent communications, interpersonal, organizational, and planning skills are essential. The ability to work independently and as a team leader to accomplish established goals and objectives is essential. Must have the ability to assist in the plan and facilitate division-wide strategy, systems, supports and the use of data to ensure students receive the instruction and supports to be successful. Must have the ability to provide effective direction, guidance and support to school leaders, bilingual/ELL and general education teachers. Must be able to establish and maintain effective working relationships with staff, employees, school administration and staff, contract service providers, parents, and community representatives. Must be able to communicate with and work in a cooperative manner with diverse groups on staff in schools, affiliated organizations and the community. High expectations for all students and a commitment to equity is essential for any successful candidate for this role. Proficiency in Spanish is required.

**PERFORMANCE EXPECTATIONS:** The Coordinator for Bilingual/ELL is responsible for leading the design, development and implementation effective program models for students who are English language learners. This role will lead the critical work involved in developing and implementing a district-wide vision for achievement of students who are English Learners (ELs) and dual language learners that maintains high expectations for student learning and is tightly aligned with the district's vision for core instruction. This person will also be tasked with developing district-wide systems, structures, and protocols that align with the vision to improve teaching and learning of ELs that is in line with Virginia and federal regulations. Additional responsibilities include: collaborate with Curriculum & Instruction to ensure curriculum-embedded supports, instructional strategies and professional development to support effective ELL instruction in grades pre-k-12 at district level; Maintains, monitors, and utilizes district and state data information systems and ELL records to improve instruction and meet all federal, state and district compliance mandates; Coordinates with external agencies to provide on-going support to meet ELL needs; Evaluates and appraises directly assigned professional staff, providing formal and informal feedback; Oversees compliance at the district level and facilitates campuses in meeting State and Federal guidelines and assumes lead role in maintaining current operating guidelines and forms; and supervise ELL specialist and supports school leaders in developing ELL staff at the school level. This position coordinates ELL program improvement efforts with central office staff, campus principals, teachers, and community and is responsible for the overall success of students who are English language learners. Performs other duties as assigned.

**GENERAL DEFINITION AND CONDITIONS OF WORK:** Performs professional work assisting with exceptional education programs. Work requires frequent standing, sitting, walking and light lifting up to 10 pounds. Effective verbal and written communication skills for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

**REPORTS TO:** Director of Strategic Initiatives for Teaching and Learning

**PAY SCHEDULE:** Unified Pay Schedule, Pay Grade 125

**LENGTH OF CONTRACT:** 260 Days (12 months)

**FLSA:** Exempt