

MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201
JOB DESCRIPTION

Job Title: **Emerging Bilingual Coordinator** Reports To: **Assistant Superintendent or Designee**

Pay Schedule/Range: **Established by the Board of Education** FLSA Status: **Exempt**

Prepared/Revised Date: **March 3, 2021** Work Year: **225 days**

SUMMARY:

Coordinates the planning, development, implementation, and evaluation of the district’s preschool through eighth grade English Learner and Bilingual Programs

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, ability, physical demands, and working conditions required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Demonstrates support for the Mission, Beliefs, and Goals of District 201. Uphold the established Board of Education policies, regulations, and administrative procedures.

Job Tasks Descriptions	Frequency	% of Time
1. Coordinate procedures for student placement, monitoring of student achievement, and exiting the EL and bilingual education program.		
2. Maintain accurate and efficient student information and records as required by local requirements and state laws.		
3. Coordinate the development and implementation of high-quality instruction and curricular resources to support ELS and bilingual students.		
4. Work collaboratively with administrative and instructional staff to assess operational and program needs.		
5. Deliver or arrange for professional development sessions aligned to program and district goals.		
6. Facilitate regular EL staff meetings.		
7. Collaborate with all district staff to increase knowledge of effective EL practices in all content area instruction and intervention.		
8. Develop and maintain assessment measures to monitor and evaluate language proficiency.		
9. Coordinate annual assessments including placement and annual language proficiency assessments, and accommodations procedures specific to the program on other assessments.		
10. Provide assistance to staff and administrators in analyzing assessment data to improve instruction of EL and bilingual students.		
11. Assist with budgeting for the EL and bilingual programs which includes the selection and purchase of supplemental equipment and supplies for the programs.		
12. Maintains compliance with federal, state, and District policies and regulations regarding EL and bilingual programming.		
13. Assist in recruitment and placement of EL and bilingual education personnel.		

14. Plan for and conduct parent engagement activities, including bilingual parent advisory committee meetings.		
15. Coordinate the translation of school and district communication materials for families based on language preference.		
16. Prepare grants and state reports particular to EL and bilingual programming.		
17. Organize and lead EL summer and after-school programs.		
18. Maintain and develop personal professional skills and knowledge of EL instruction and techniques by attending district meetings, conferences, researching, networking, reading, and through continuing education and local, county and/or state EL and Bilingual conferences, meetings and workshops.		
19. Effectively communicate with colleagues, students, parents, administration, and the community as needed to meet professional standards.		
20. Attend meetings, serve on committees, and perform such other duties and assume other responsibilities as may be assigned by the Assistant Superintendent for Curriculum and Assessment or his/her designee and the Board of Education.		
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Masters Degree in an educationally related field (curriculum, educational technology, administration, or content area – e.g., reading, language arts, etc.)
- Five (5) years of successful teaching and/or administrative experience at the K-8 level.

LICENSES, REGISTRATIONS, or CERTIFICATIONS:

- Valid driver's license
- Criminal background check required for hire; employment contingent on appropriate results.
- Illinois Professional Educator License with a General Administrative or Principal and ESL or ENL or Bilingual Endorsement(s)

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Fluency in communicating orally and in writing, in Spanish, preferred
- Experience in ESL programming
- Excellent verbal and written communication skills; ability to facilitate teams; ability to work well with administrators, teachers, students, and parents
- Ability and willingness to work independently in flexible environments with short timeline requirements.
- Ability to work effectively in team situations.
- Experience in group facilitation, planning, problem-solving, coaching, and other leadership activities.
- High degree of approachability, accessibility, responsibility, and follow-through on projects.
- Willingness to contribute to cultural diversity for educational enrichment.
- Demonstrated success using assessment to drive decisions that improve student learning.
- Possession of clear vision for integrating best instructional practices.
- Such alternatives to the above qualifications as the Board of Education Designee may find appropriate and acceptable.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers, peripherals, and office software
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of and experience with collaborative software, such as Google Suite, Microsoft One or similar sharing tools
- Operating knowledge of and experience with educational software, including student information systems and special

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Assistant Superintendent or Designee

Reports to:

POSITION TITLE

	POSITION TITLE	# of EMPLOYEES
Direct reports:		
	None	0

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move a minimum of 51 pounds. The employee may be required to respond to a child in crisis and employ approved restraint techniques. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate. The employee is occasionally required to instruct and copy.

