

Birmingham Community Charter High School

English Learner & At-Risk Subgroup Coordinator

Title: English Learner and At-Risk Sub-Group Coordinator
FLSA Status: Non-Exempt
Reports to: Administrative Director
Supervises: N/A

DEFINITION:

Under the direction of the Administrative Director, the coordinator will provide leadership in the management, development, coordination and support of curriculum, instruction, assessment and professional learning in primarily the English learner subgroup in addition to other at-risk subgroups as assigned.

ESSENTIAL FUNCTIONS:

- Coordinates and assists with the implementation of English Language Development through multi-tiered system of support to English Learners
- Delivers professional development including problem-solving model, analysis of data, differentiated instruction and strategies, and progress monitoring
- Coordinates the implementation, monitoring and training of school support staff
- Conducts regular visitation to classrooms to provide instructional support
- Consults and collaborates with teachers, staff and administration to strengthen students' performance and closing the achievement gap
- Reviews English learner programming criteria as indicated in the English Learner Master Plan with counselors and other stakeholders
- Communicates and collaborates with counselors to ensure appropriate scheduling of English learners
- Participates in the review and annual update of the English Learner Master Plan
- Identifies program needs for the purpose of providing recommendations for expenditures and resources
- Plans, organizes, coordinates and publicizes ELAC meetings
- Utilize data for program evaluation and program design to facilitate curriculum development, assessment development and professional learning for the purpose of enhanced instructional practices and outcomes
- Updates English learner and other at-risk subgroup fields in the school's student information system
- Serves as a resource to Department personnel (e.g. new teacher and substitute orientation, instructional process, classroom management, curriculum, etc.) for the purpose of providing support, guidance and mentoring when requested based on his/her knowledge and experience to maintain a high level of competencies within the ELL team
- Maintains inventory of equipment and instructional books and supplies for the purpose of ensuring the availability of materials required for teaching staff to provide instruction in accordance with the curriculum
- Participates in a variety of meetings to ensure the development of an articulated program
- Responds to parents and other stakeholders as needed to provide information and/or assistance
- Implements multi-tiered instruction and intervention services and resources
- Develops and monitors student intervention plan utilizing an integrated data and assessment system
- Monitors the progress of English learners and struggling RFEPs
- Guides the learning process of the identified at risk students toward the achievement of curriculum goals
- Serves as navigator of community systems to build awareness about post-secondary options and plans
- Attends trainings as assigned
- Performs other duties as assigned

KNOWLEDGE OF:

- Strategies to assist academically at risk students
- Diverse academic, socioeconomic, cultural and ethnic background of the local area
- Knowledge of best practices in curriculum, instruction and assessment
- Knowledge of pertinent laws, codes, policies and relevant professional standards and practices

ABILITY TO:

- Plan, organize, coordinate and implement the educational services and training activities to enhance academically at risk students' learning and achievement
- Prepare and deliver oral presentations
- Develop and implement strategies and training activities to enhance educational effectiveness and student learning related to assigned subject or instructional area
- Problem solve, analyze issues and create actions plans.
- Demonstrate oral and written communication skills
- Demonstrate strong Interpersonal skills including tact, patience, and empathy
- Operate a computer and assigned software including word, excel and power point.

EDUCATION:

Bachelor's Degree from an accredited university.

EXPERIENCE:

- Minimum of four years of full-time teaching experience including experience with at-risk students.
- A valid California teaching credential authorizing K-12 service in a specific subject area, grade level and/or instructional setting of the assignment as required by the Commission on Teacher Credentialing.
- English Learner Authorization preferred.

PHYSICAL DEMANDS: Dexterity of hands and fingers to operate a computer keyboard. Hearing and speaking to exchange information. Seeing to read a variety of materials. Sitting for extended periods of time. Bending at the waist, kneeling or crouching to file materials. Perform light physical exertion. Lift and carry 25 pounds.

RIGHT TO REVISE:

This job description is not meant to be all-inclusive and the Charter School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by the employee, and are not to be construed as an exhaustive list of the responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

Employee Signature

Date