

**CUMBERLAND REGIONAL SCHOOL DISTRICT
SEABROOK, NEW JERSEY**

JOB DESCRIPTION

BI-LITERACY COORDINATOR

JOB GOAL

To lead, guide, and assist students of the English Language Learner program success while providing guidance to staff members to ensure that all students meet their full potential.

QUALIFICATIONS

- 1. Valid New Jersey Principal or Supervisor Certificate.
- 2. Demonstrates the knowledge of resources to support English Language Learners in the District.
- 3. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable.
- 4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DUTIES/RESPONSIBILITIES

- 1. Demonstrate knowledge of and ability to use research-based principles of effective instruction of English Language Learners.
- 2. Coordinate screening process to determine language support program eligibility.
- 3. Collaborate with school and constituent district teams to analyze English Language Learner academic growth and communicate enrollment projections.
- 4. Communicate with parents and students about placement and progress in the district English Language Learner Program.
- 5. Develop professional development and learning opportunities for teachers and instructional staff.
- 6. Refer students to appropriate supports, as needed, to successfully meet the expectations to succeed in the English Language Learner Program.
- 7. Maintain data associated with state and federal reports.
- 8. Maintain an inventory of materials and equipment specific to the English Language Learner Program.
- 9. Uphold and enforce school rules, administrative regulations and procedures, and policies/regulations of the Board of Education.
- 10. Performs other duties within the scope of his/her employment and certification as may be assigned.

ESSENTIAL SKILLS/ABILITIES

- 1. Thorough understanding of the pedagogy and best practices of Bilingual education.
- 2. High integrity and ethical standards.
- 3. Excellent leadership and organizational skills and the ability to motivate.
- 4. Excellent verbal and written communication skills.
- 5. Creative analytical and problem-solving skills.
- 6. Proficiency with technology resources.
- 7. Regular attendance.
- 8. Ability to traverse school facility and grounds.

REPORTS TO

Director of Curriculum or their designee.

TERMS OF EMPLOYMENT

Work year to be determined by the Board of Education.

EVALUATION

Performance of the job will be evaluated by the Director of Curriculum or his/her designee.

*This job description is subject to change at any time.

APPROVED BY: **Cumberland Regional Board of Education**
DATED: February 24, 2022

Legal References:

N.J.S.A. 18A:7C-13 Findings, declarations relative to the State Seal of Biliteracy