CLARKSDALE MUNICIPAL SCHOOL DISTRICT

EL COORDINATOR / TEACHER
JOB DESCRIPTION

QUALIFICATIONS:

1. Bachelor's degree from an accredited educational institution. Master's degree preferred.
2. Valid Mississippi teacher certification in appropriate area.
3. Effective educational leadership skills.
4. Ability to work cooperatively, effectively, and respectfully with staff, parents, and students from diverse backgrounds
5. The ability to identify professional development strategies that will positively impact teachers' professional growth and student achievement.
6. Superior oral and written communication skills.
7. Strong computer skills including Microsoft Office.
8. Strong organizational skills and attention to detail
9. Satisfactory criminal background check and drug screening.

DESCRIPTION:

The District EL Coordinator / Teacher is responsible for leading the district's English Language learner program, including insuring that regulations are met and that EL students are supported appropriately in their academic and language acquisition development. This position involves half time EL Program coordination and half time EL instruction as a classroom teacher.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of child growth and development and especially of characteristics of students/children in the age group assigned. Knowledge of prescribed curriculum. Basic understanding and knowledge of current technology. Knowledge of learning styles and skill in using varied teaching methods. Knowledge of current trends, research and best practices related to educations. Knowledge of School Board policies and practices as they relate to teaching. Ability to handle problems, concerns and emotional distress with sensitivity and tact. Ability to communicate orally and in writing with students, parents, and others. Ability to plan, prioritize and implement activities for maximum effectiveness. Ability to assess levels of student achievement effectively, analyze test results, and prescribe actions for improvement. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Ability to work effectively with peers, administrators, and others. Knowledge of Mississippi Educator Accomplished Practices and Teacher Competencies. Ability to coordinate, implement, monitor, and assess all EL Program requirements.

REPORTS TO:

Federal Programs Director

JOB GOAL:

To coordinate and implement all EL program requirements by providing EL students educational experiences that enable them to move toward the fulfillment of their potential for intellectual, emotional, physical, and psychological growth and maturation.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- Maintains, evaluates and improves the district EL plan and program.
- Leads the EL team, including facilitating monthly team meetings and coordinating the EL program strategic planning process.
- Defines and implements co-teaching, pull out and push in support programs for EL students as appropriate.
- Oversees the adoption and implementation of EL curriculum and other program requirements.
- Supports regular and EL teachers and provides appropriate professional development.
- Assists school administrators in implementing EL plans.
- Coordinates EL data collection and reporting at the school and district levels.
- Maintains records of all EL students and their status.
- Insures that all federal and state reporting requirements are met, including Title I and Title III.
- Coordinates testing of EL students, including LAS Links or other.
- Coordinates EL testing accommodations for all statewide assessments.
- Maintains and improves the EL section of the district web site.
- Communicates with the district through a quarterly newsletter.
- Communicates with the parents of EL students.
- Assists with translation and interpretation.
- Use appropriate technology in instructional delivery.
- Communicate effectively, both orally and in writing, with other professional, students, parents and community.
- Provide accurate and timely information to parents and students about academic and behavioral performance of students.
- Collaborate with peers and other professional to enhance student learning.
- Engage in a continuing improvement of professional skills and knowledge.
- Establish and implement an individual Professional Development Plan.
- Act in a professional and ethical manner and adhere at all times to the Code of Ethics.
- Demonstrate attention to punctuality and regular attendance.
- Prepare all required reports in an accurate and timely manner and maintain all appropriate records.
- Maintain confidentiality of student and other professional information.
- Comply with policies, procedures, and programs.
- Exercise appropriate professional judgment.
- Support school improvement initiatives.
- Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification.

- Establish and maintain a positive collaborative relationship with students' families to increase student achievement.
- Perform other tasks consistent with the goals and objectives of this position.

TERMS OF EMPLOYMENT:

As determined by the Clarksdale Municipal School District, with wages and work year to be according to the current salary schedule.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SALARY:

Dependent on qualifications and experience.