



SKOKIE - MORTON GROVE SCHOOL DISTRICT 69

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666 • FAX (847) 675 -7675 • WWW.SD69.ORG

Curriculum/EL Coordinator

Primary Function

Administer, coordinate, and supervise curriculum, instruction and assessment. Serve as the District's English Learners program coordinator.

Organizational Relationships

The Curriculum/EL Coordinator reports to the Assistant Superintendent of Teaching and Learning.

Qualifications

- Illinois State Board of Education Professional Educator Licensure with administrative endorsement and bilingual teacher endorsement.
- Completed all modules of the ISBE Teacher Evaluation training
- Ability to understand and carry out oral and written directions
- Ability to exercise sound judgment in making decisions regarding the safety and welfare of students
- Ability to perform assigned duties and tasks with a minimum of direction
- Ability to maintain effective public, student, and co-worker relationships
- Ability to physically move about the buildings and grounds
- Ability to speak, read, write, and understand English
- Ability to handle all district information with confidentiality
- Fluency in a second language, preferred

Performance Responsibilities

1. Lead implementation of strategic plan goals and initiatives related to curriculum, instruction and assessment.
2. Chair and/or participate in District Learning Teams and Implementation Teams.
3. Administer all facets of the EL program including implementing all state mandates and compliance requirements.
4. Lead the District's Diversity, Equity, and Inclusion leadership team, manage the District Equity Action Plan, and integrate into the overall education program.
5. Assist in directing the long-term planning of the overall educational program.
6. Stay up to date on relevant research about and evidence-based practices in Tier 1 curriculum, instruction, and assessment.
7. Stay up to date on best practices in EL instruction
8. Ensure that all necessary records are kept and reports are made as assigned.
9. Support building administrators in leading curriculum, instruction, and assessment implementation

10. Assist in the collection and analysis of assessment data for trends related to student growth, curriculum alignment, and instructional implications.
11. Oversee the implementation and coordinate the logistics of the District Assessment Plan as related to curriculum and instruction.
12. Represent District 69 in all aspects of the Collaboration for Curriculum (CFC).
13. Plan professional development opportunities aligned to the District's strategic plan.
14. Provide curriculum oversight support for the Summer Exploration program.
15. Assist building administrators in recruitment, selection, and recommendation for hire of general education and EL staff.
16. Supervise and evaluate assigned staff.
17. Assist in coordinating the work of the District's Instructional coaches.
18. Establish and maintain effective work relationships with the administration, staff, parents/guardians, students, and community.
19. Perform other managerial and individual assignments as the Assistant Superintendent may direct.

Terms of Employment

The Curriculum/EL Coordinator is a 210-employee. Salary and work year determined by the Board of Education. The work calendar follows the school year (180 days) and includes 30 days scheduled in the summer aligned with the summer program needs.

Performance Evaluation

Performance of this job will be evaluated in accordance with the Administrator Evaluation Plan.