



JOB DESCRIPTION

Job Title	Multilingual (ML) Education Coordinator
Department	Multilingual Education Department
Reports To	Director of Student Services
Classification	Certified
Location	District Office
Salary	On Schedule
Length of Contract	219 Days

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Multilingual Education Coordinator provides districtwide leadership for multilingual education programming to ensure equitable access, instructional alignment, and family engagement for multilingual learners. Grounded in language acquisition, culturally responsive practices, and WIDA English Language Development Standards, the Coordinator oversees program implementation, professional learning, and collaboration across schools. This role ensures compliance with Wisconsin Department of Public Instruction (DPI) policies, including accurate identification, assessment, documentation, and state reporting requirements, while advancing systems that value students' linguistic and cultural assets and support academic success.

Essential Job Functions

- Provide districtwide leadership and support for multilingual education programming aligned with WIDA English Language Development Standards and Wisconsin DPI program requirements.
- Ensure full compliance with Wisconsin DPI policies and state and federal requirements, including multilingual learner identification, assessment, documentation, and reporting.
- Oversee multilingual learner assessment systems, including WIDA ACCESS, data analysis, and program evaluation.
- Support ML Teachers, administrators, and school teams in implementing equitable, inclusive instructional practices and setting measurable student language development goals.
- Coordinate and lead regular professional development opportunities for ML Teachers and Bilingual Educational Assistants to build capacity in language acquisition, culturally and linguistically responsive practices, and effective multilingual learner support.
- Provide consultative guidance to schools, collaborate with staff and leadership on student, programmatic, and instructional needs.
- Ensure program compliance, including Title III applications and required documentation.
- Facilitate family outreach and parent engagement, advocate for multilingual learners and their families, and serve on district committees to represent and advance the needs of these populations.

- Establish, implement, and monitor districtwide translation, interpretation, and parent engagement systems to ensure meaningful, equitable communication with multilingual families.

Ancillary Job Functions

- Attends professional development offerings as available.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Valid Wisconsin DPI teaching license with certifications in ESL and/or Bilingual-Cultural Education.
- Demonstrated experience working with multilingual learners in a school setting.
- Knowledge of WIDA ELD Standards, language acquisition, and culturally responsive instruction.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Experience coordinating programs or initiatives.
- Bilingual proficiency in a language commonly spoken by the district's multilingual learners.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Understanding of language acquisition and its application, as well as knowledge of instructional methods and educational theory.
- Ability to guide district-level initiatives while supporting school-based implementation.
- Ability to interpret and analyze data to inform decisions and improve programs.
- Strong written and verbal communication skills.
- Well-developed leadership, facilitation, organizational, and planning abilities.
- Collaborative approach with strong relationship-building and problem-solving skills.
- Effective conflict-resolution skills.
- Willingness to work a flexible schedule, including working outside the traditional school calendar.
- Ability to travel to multiple district buildings in accordance with district policy.
- Commitment to equity-centered, asset-based, and culturally responsive practices.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Office and school-based settings with moderate noise levels.

Physical Requirements – The physical demands 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 essential functions.

- Ability to talk, hear, grasp, reach, and perform repetitive hand/wrist movements.
- Ability to travel between school sites and district locations.
- Must remain free of alcohol or illegal substances in the workplace (Policy 4122.01).