



PLEASE POST

GARY RUSH

Superintendent of Schools
ADMINISTRATION OFFICE

RODNEY GILMORE, Ed. D.

Associate Superintendent for Human Resources
HUMAN RESOURCES DEPARTMENT

May 7, 2026

JOB POSTING # 53

2026 - 2027 SCHOOL YEAR VACANCY

**POSITION: COORDINATOR OF BILINGUAL
EDUCATION & WORLD LANGUAGES**

The Coordinator of Bilingual Education & World Languages is a strategic administrative leader who works in direct, collaborative partnership with the Director to ensure instructional equity and state-mandated excellence. This role is essential for managing the intricate operational, pedagogical, and regulatory requirements of the district's language programs, including Integrated and Standalone ENL, Dual Language, Transitional Bilingual, FLES, and World Languages.

LOCATION: Districtwide - Marshall School

REPORTS TO: Director of Bilingual Education and World Languages

KEY RESPONSIBILITIES:

- Conducts ongoing monitoring and auditing of district-wide schedules to ensure adherence to CR Part 154 Units of Study and mandated service minutes for all program models.
- Collaborates with director and building administrators to resolve complex scheduling needs, ensuring that services for multilingual learners are prioritized and delivered by appropriately certified staff.
- Collaborates closely with the Instructional Technology and MTSS department to gather and interpret data reports that facilitate informed, evidence-based decision-making for the department.
- Coordinates the administration of the WIDA Model screener twice annually to systematically monitor student linguistic growth and instructional effectiveness.
- Designs and implements intensive language support cycles based on screener data to provide targeted linguistic support for multilingual learners.
- Facilitates formal data sessions with administrators and teachers to analyze performance trends, identify instructional challenges, and engineer collaborative solutions.
- Meets regularly with educational vendors and success managers to track usage data, monitor student growth metrics, and ensure digital tools are meeting district goals and providing a high return on investment.
- Builds and maintains rapport with external organizations and community partners to enhance departmental resources and secure additional support systems for families and students.

- Represents the district at New York State Education Department (NYSED) briefings and regional meetings to maintain institutional knowledge of legislative changes, state mandates, and emerging instructional trends.
- Facilitates district-wide readiness and logistical planning for evolving State assessment frameworks, specifically the transition to the WIDA framework and mandated English proficiency exams.
- Collaborates with high school leadership and guidance counselors to analyze student data, identify eligible candidates for the New York State Seal of Biliteracy, and track performance indicators to increase annual student attainment rates.
- Strategically plans, designs, and facilitates high-impact professional development series for district staff centered on research-based instructional methodologies for multilingual learners.,
- Monitors the implementation of district-approved curricula and digital platforms across all school sites to ensure program fidelity and instructional consistency.
- Works collaboratively with all department internal and external instructional coaches to align pedagogical strategies and maximize teacher efficacy districtwide.
- Participates in standing monthly administrative and departmental meetings to facilitate ongoing communication and alignment with district priorities.
- Assists the Director in departmental budgeting and maintains a centralized, accurate curriculum inventory of all instructional materials and digital software licenses.
- Conducts frequent instructional walkthroughs and formal observations for grades K-12 to provide high-quality, actionable feedback to instructional staff.
- Executes a comprehensive, district-wide Parent Engagement Plan designed to empower multilingual families and strengthen the home-school connection.

QUALIFICATIONS:

- Valid New York State School District Leader (SDL) or School District Administrator (SDA) certification.
- Proven, successful experience as a Bilingual or ENL teacher.
- Deep knowledge of CR Part 154 regulations, evolving assessment frameworks such as WIDA, and Seal of Biliteracy requirements.
- Proficiency in data analysis, vendor management, and the ability to work collaboratively within a high-output administrative team.

COMPENSATION: Contractual

CLOSING DATE: May 22, 2026

APPLICATION PROCEDURE: To apply click on this link www.olasjobs.org/hempstead-ufsd

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