Tenafly PUBLIC SCHOOLS

Elementary Title III ML Program Coordinator/PD Coach

Qualifications:

- NJ Instructional Certificate
- Experience working with multilingual learners preferred
- Knowledge of WIDA assessments and ML best practices
- Strong organizational and communication skills and ability to work collaboratively with staff, students, and families

Primary Function:

Collaborate with administration and staff to coordinate, plan and implement Title III programs for elementary school students, families and staff in compliance with Title III federal regulations

Direct Report:

Specific Duties and Responsibilities:

- Student Programs
  - Work with administration and staff to plan and implement school-based ML conversation and/or book clubs
  - Communicate eligibility and student participation with parents/guardians
  - Provide instructional support for club teachers
  - Create and oversee maintenance of club attendance records
  - Track teacher timesheets/attendance for club activities
- Family Engagement
  - Work with elementary ML teachers to coordinate family outreach and communicate relevant activities and resources
  - Plan and implement biannual ML Family Night events (fall and spring)
- Professional Development
  - Plan and facilitate staff professional development activities
  - Identify and share best practices for supporting elementary multilingual learners and ML instruction
- WIDA Testing Oversight
  - Collaborate with administration and elementary ML teachers to analyze student data and review and implement placement and exit criteria for ML students
  - Coordinate and oversee WIDA assessment administration in compliance with testing protocols and deadlines and prepare testing materials for submission
  - Prepare a brief year-end program summary report

Terms of Employment:

Evaluation:

Board Approved:

Revised: