Tenafly PUBLIC SCHOOLS

SECONDARY TITLE III ML PROGRAM COORDINATOR/PD COACH

Qualifications:

- NJ Instructional Certification required
- 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 middle and high 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 book clubs (middle school) and academic support programs (high school)
  - Create and oversee maintenance of club and program attendance records
  - Track teacher timesheets/attendance for club and program activities
- Family Engagement
  - Work with secondary ML teachers to coordinate family outreach and communicate relevant activities and resources
  - Plan and implement annual a middle school and/or high school ML Family Night event
- Professional Development
  - Plan and facilitate staff professional development activities
  - Identify and share best practices for supporting middle and high school multilingual learners and ML instruction
- WIDA Testing Oversight
  - Collaborate with administration and middle and high school 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: