

ELL/Migrant Coordinator

Desired Qualifications:

Valid Iowa Teaching Certificate and ELL certification.

Ability to work with administrators, teachers, staff and general public.

Desire someone with good background in dealing with people, government regulations and curriculum. Staff development experience, skills in written and oral communication, planning and organization.

Experience with second language acquisition.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to:

Superintendent

Positions Goal:

To provide leadership in strategic planning, curriculum development, research and evaluation, and student services for children with second language needs.

Functions of the ELL/Migrant Coordinator:

Oversees and directs the District's delivery of ELL services.

Collaborates and coordinates with classroom and ELL teachers.

Coordinates with School Improvement Coordinator and provides opportunities for training for ELL and classroom teachers and associates.

Provides instructional materials and resources to content and ELL teachers as requested.

Provides support to ELL and classroom teachers in differentiating instruction.

Collects and submits data.

Provides communication between administration and ESL teachers.

Ensure our programs provide instruction to English Language Learners in speaking, listening, reading and writing English, and American culture.



Coordinates instruction and student needs with general education teachers.

Assists in providing teachers resources and instructional materials to meet needs of all students.

Assists in providing information about student progress to general education teachers.

Maintains ELL student records.

Oversees entry, exit, and transitional procedures.

Promotes cultural awareness and understanding of diversity.

Researches the ELL federal/state requirements and develops goals, action plans and time lines to assure that all are met in a timely fashion.

Informs, interprets and recommends to the superintendent or business manager the effects of current and impending ELL federal and state legislation or mandates and prepares reports for the board concerning requirements and legislation.

Provides follow up and evaluation to determine if ongoing ELL programs established to comply with the standards are functioning properly.

Assumes the responsibility for writing ELL proposals, policies and grants necessary to comply with the requirements, support curriculum and professional staff development.

Carries out all other duties required and approved by the superintendent or their designee.

Maintains a close working relationship with building principals and building leadership teams to ensure information exchange, coordination of efforts, and general support for the decision making process.

Keeps well informed about current trends in ELL curriculum and best instructional practices.

Exhibits confidence and commitment to the vision and mission of the district.

Prepares or oversees the preparation of all required ELL/Migrant reports.

Other duties as assigned.

Terms of Employment:

Salary and work year to be reviewed and established annually by the board.

Evaluation:

Performance of this position will be evaluated annually in accordance with provisions of the board's policy on evaluation of personnel.