



Job Title:	Coordinator—Bilingual/English Learner Programs
FLSA Status:	Exempt
Supervisor:	Executive Director of Dual Language and Migrant Education Programs
Salary Schedule:	Non-12 month Admin, Range 1
Terms of Employment:	220 Days
Job Goal:	<p>To assist the Executive Director of Dual Language and Migrant Education programs in providing leadership, coordination and administrative support to achieve the following:</p> <ol style="list-style-type: none">1. Successful planning, implementation and support for Bilingual Education and English Language Development (ELD) programs.2. Provide ongoing support/monitoring for the successful implementation of state approved Bilingual/Multicultural education programs.3. Successful planning, implementation, and monitoring of parent engagement programs/services to families of ELs, immigrant students

Minimum Qualifications:

1. Master's Degree in Education or related field.
2. Possess valid teacher license with Bilingual endorsement/TESOL/or equivalent certification.
3. Five or more years of teaching experience in a bilingual/TESOL education classroom.
4. Bilingual and bi-literate in English and Spanish.

Preferred Qualifications:

1. Possess valid New Mexico Public Education Department (PED) Administrative License (Level 3B).

Performance Responsibilities

1. Provides support to schools in identifying English Learner (EL) Students.
2. Assists in personnel hiring, placement and training for Bilingual Education Program.



3. Consults, trains, and assists classroom teachers and educational assistants with the student assessment process.
4. Provides schools with support in teacher instructional feedback as it relates to ELs/bilingual program students.
5. Provides data, reports, and information regarding EL students to the appropriate personnel.
6. Provides classroom teachers and educational assistants job embedded professional development based on most current language acquisition research, teaching strategies, techniques, methods and materials, etc.
7. Provides support to classroom teachers and educational assistants in the instruction of ELD techniques, application of the ELD Standards, and appropriate strategies based on language and academic student needs.
8. Provides demonstrations and coaching in the application of the ELD Standards and application of language development techniques in the classroom.
9. Assists principals, teachers and educational assistants with creating plans and schedules that best meet student educational needs.
10. Researches best practices and acquisition of new approaches and materials.
11. Attends workshops, seminars and conferences dealing with language acquisition or relevant topics dealing with English Language Learners.
12. Schedules, designs, and provides professional development for educational assistants.
13. Assists in the organization, scheduling and conducting of the Bilingual Parent Advisory Committee meetings, and other school based community events.
14. Assists in data collection to meet compliance requirements with local, state and federal rules and regulations.
15. Agrees to fulfill performance responsibilities in location(s) assigned.
16. Performs such other tasks as may be assigned within the parameters of the job analysis.
17. Exhibit professionalism by maintaining good attendance and adhering to contract hours.
18. Other duties as assigned within the scope of the assigned position.

MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS

Various machines and equipment including but not limited to computer, telephone, instructional technology

WORKER TRAITS

Aptitudes

- verbal ability required to understand oral and written instructions
- motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job



- manual and finger dexterity required to operate machines and equipment precisely and rapidly
- Temperaments; adaptability to perform routine and repetitive tasks in a complex office operation with multiple demands from several sources, as well as manage large projects independently, from planning to execution to evaluation.

TERMS OF EMPLOYMENT

Salary and work year according to current schedule

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board of Education's policy on evaluation of professional personnel.

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I accept this position offered and agree to the above job description.

Signature: _____

Date: _____

Print Name: _____

Approved By: _____

Date: _____