

JOB DESCRIPTION

Job Title:

ELL Coordinator

Original Date: 7/1/2013
Revised Date: Pending Board approval

Supervisor:
Department: EDUCATION SERVICES

Basic Function and Scope of Responsibilities: PERFORM DUTIES ESSENTIAL FOR SITE-BASED SUPPORT, INCLUDING ADMINISTRATOR SUPPORT, TEACHER SUPPORT, ELL AIDE SUPPORT, AND STUDENT SUPPORT; SITE BASED TRAINING FOR INSTRUCTIONAL STAFF ON ILLP USE, ELL AND FEP MONITORING; MONITOR PAPERWORK AND PROGRAMMATIC COMPLIANCE AT THE SITE

Principal Responsibilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- PROVIDE LANGUAGE SUPPORT TO ELL STUDENTS
- PROVIDE SITE-BASED TRAINING OF ADMINISTRATION AND STAFF IN PAPERWORK COMPLIANCE
- MONITOR PAPERWORK COMPLIANCE AT THE SITE
- PROVIDE SITE-BASED TRAINING OF ADMINISTRATION AND STAFF IN ELL PRACTICES, POLICIES, AND PROCEDURES
- MONITOR CURRENT ELL AND FEP STUDENT PERFORMANCE IN CLASS AND ON DISTRICT AND STATE ASSESSMENTS
- ASSIST TEACHERS OF ELL STUDENTS WITH ELL SUPPORT, INCLUDING MODIFICATION OF INSTRUCTION, ASSESSMENT, AND ASSIGNMENTS
- ASSIST ELL STAFF AS NEEDED

Education Requirements: Check the minimum level of formal education that is required to perform this job satisfactorily.

High School Diploma or GED

X Bachelor's Degree

Vocational School or some college courses

Master's Degree

Associate's Degree, Trade or Technical School

Doctoral Degree

List specific examples of degree(s), area(s) of study, and/or licensure(s), denoting (R) if required or (P) if preferred

Training, Skills, Knowledge and/or Experience: List specific examples, denoting (R) if required or (P) if preferred

- Specific training courses in this field (explain):
- General experience in this field (explain): PRIOR EXPERIENCE IN THE EDUCATION FIELD IS PREFERRED.
- Experience specific to this position (explain): EXPERIENCE WITH LANGUAGE ACQUISITION INSTRUCTION AND INSTRUCTIONAL TECHNIQUES AND STRATEGIES; EXPERIENCE USING STATE LANGUAGE PROFICIENCY STANDARDS; EXPERIENCE IN A STRUCTURED ENGLISH IMMERSION CLASSROOM SETTING; EXPERIENCE MANAGING ELL COMPLIANCE PAPERWORK AND STUDENT FOLDERS; EXPERIENCE IN SMALL GROUP INSTRUCTIONAL SETTINGS; EXPERIENCE ADMINISTERING ENGLISH LANGUAGE PROFICIENCY ASSESSMENTS ARE

PREFERRED.

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Terms of Employment:	Salary and work schedule to be established by the Governing Board		Salary as established by the Governing Board
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Reviewed and agreed to by: _____ Date: _____
