



Geneva Community Unit School District 304 Coordinator of EL Services

Job Summary:

The Coordinator of EL Services for Geneva Community Unit School District 304 serves as a Teacher on Special Assignment (TOSA) that works directly with the Office of Learning and Teaching. This position reports directly to the Assistant Superintendent of Learning and Teaching or designee. The Coordinator of EL Services works to ensure all students eligible for EL services in grade Pre-K through high school are served in accordance with all pertinent state and federal guidelines. Geneva CUSD 304 serves students in ten instructional settings with a Spanish Bilingual Program at the elementary, middle and high school levels. Overall, the Transitional Bilingual Education program (TBE) and the Transitional Program of Instruction (TPI) serve approximately 165 students district wide.

Essential Duties and Responsibilities:

- Provides direction, training, orientation, and guidance to assigned staff; provides input and documentation for performance evaluations; assists in the recruitment and selection of staff and provides recommendations.
- Maintains and provides appropriate services to an assigned caseload of students, including those enrolled within the district and those attending non-public schools, in accordance with applicable guidelines.
- Coordinates schedules for, and administration of, EL screeners and ACCESS testing
- Maintains program data and participant spreadsheet monitoring Progress to Proficiency (PtP).
- Provides instructional leadership to schools to accelerate proficiency in English Language Arts and English Language Development, with emphasis to those groups that have not reached proficiency.
- Provide instructional support and professional development to classroom teachers to facilitate strategic planning, to align curriculum guides that support English Learner students at their appropriate levels of instruction.
- Surveys faculty availability for scheduling, maintains classroom matrix, and coordinates instructional activities and events that involve faculty and staff.
- Coordinates the translation of materials for the languages represented in the program.
- Assists with new student registration, orientation, screening and placement testing throughout the school year and over the summer.
- Serves as the LEA for Special Education consideration meetings for EL students
- Performs administrative and programmatic work for various District EL programs in areas such as grants administration and compliance reporting.
- Evaluates programs and curriculum; proposes and assists in developing program changes; implements program modifications based upon evaluation results.
- Ensures accuracy in SIS database and other state reporting platforms.
- Assists various District personnel to plan, organize, and coordinate on- and off-campus community outreach events to attract and inform Bilingual Parent Advisory Council (BPAC) members of programs and available resources.
- Identifies interested candidates to serve on the BPAC and coordinates meeting dates, activities and agenda.
- Performs general administrative duties; prepares, organizes, and maintains student records and files
- Attends a variety of meetings and training sessions as required.

- Learns and applies emerging technologies, as necessary, to perform duties in an efficient, organized, and timely manner.
- Coordinates services of eligible students in private placements
- Attends annual EL conferences
- Performs other related duties as assigned.

Qualifications:

- Teaching Licensure with Endorsement in ESL and Bilingual Required
- Master's Degree or Higher Preferred
- General Administrative Endorsement Preferred
- Prior Teaching and/or Administrative Experience Preferred
- Spanish Speaking Preferred

Compensation:

- Commensurate with years of experience and education as outlined in the Geneva Education Association agreement.
- Additional summer compensation provided at per diem rate each summer.