

Community Consolidated School District 62
777 Algonquin Road
Des Plaines, IL 60016

Job Description

JOB TITLE: Multilingual Learner Coordinator **LOCATION:** D62 Schools
DEPARTMENT: Instructional Services **REPORTS TO:** Director of Multilingual Programs
TERM: 224 days

Position Summary: Coordinates Multilingual Language Learner programs in various schools using leadership, supervisory and administrative skills.

Essential Duties and Responsibilities:

- Communicates and collaborates with colleagues, supervisors, families, and students.
- Evaluates on an ongoing basis, the curriculum, procedures, and individual needs and achievements as it pertains to English language learners.
- Supervises and coordinates programs supporting English language learners.
- Compiles and maintains legally required and useful reports and records.
- Interprets and implements the objectives and programs of the Instructional Services department to the staff and public.
- Has strong knowledge of WIDA standards, biliteracy, and second language acquisition.
- Supports professional development efforts that focus on second language development and support Instructional Services initiatives.
- Has experience with collecting and interpreting data in order to determine the eligibility for EL services and progress towards meeting state-defined English language proficiency criteria.
- Consults with parents/guardians.
- Provides programming ideas to supplement regular classroom instruction.
- Supports professional development efforts that focus on second language development and Instructional Services initiatives.
- Keeps informed of all state and federal requirements governing English Learners.
- Assists in the adaptation of school policies to include ESL and bilingual education needs.
- Consults and advises on students who have social, emotional, behavioral, and/or cultural needs.
- Participates in parent and family events for multilingual learners.
- Other duties as assigned.

Education, Licensure and Qualifications:

- Must hold and be eligible for a current Illinois Professional Educator License with an Administrative endorsement is required. Endorsements in Bilingual Education or ESL required.
- ISBE Teacher Qualified Evaluator

Skills and Experience Required:

- At least five years of progressive experience as an elementary and/or middle school ML or Bilingual education teacher, and/or administrator.
- Experience with designing and implementing intervention plans for multilingual language learners students, preferred.
- Experience using data to inform decision-making, and working collegially with others
- Experience participating on school or district committees focusing on data driven instruction
- Demonstrated experiences of coordinating professional development with teachers, preferred

- Possess an understanding of state and federal laws, policy and procedures pertaining to ML students and programs
- Experience serving in school or district leadership roles
- Demonstrated strong organizational, problem-solving and human relations skills. Demonstrated excellence in verbal and written communications.
- Bilingual Spanish or Russian preferred.

Physical Demands:

- While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, and taste or smell.
- The employee frequently is required to stand, walk, operate office equipment, sit, and occasionally to reach with hands and arms.
- The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 30 pounds; such as office equipment and paper boxes.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee shall possess personal computing skills with the following types of software; web browsers, word processing, spreadsheet, and databases and student database systems. The employee shall use board approved resources, technology, and assistive technology.
- Daily use of computer monitors is required. Requires typing on the computer keyboard with frequent interruptions.
- The position requires the individual to meet deadlines with severe time constraints and to interact with the public and other workers.

Work Environment:

- While performing the duties of this job, the employee works in a building setting with children, works in outdoor weather conditions, and is subject to noises associated with both an educational environment and other settings such as a gymnasium, lunchroom, LMC, buses, and traffic coordination both before and after school.
- Work is usually conducted indoors, but there is outdoor work expected on a regular basis to supervise children, and assist with arrival and dismissal
- Attendance at scheduled community, district and school events after the school day may be required.
- This position may have hours outside of the traditional work day and may include on call times on weekends and evenings.

Compensation:

District 62 offers an excellent compensation and benefits package. This is an 11-month, 224-day position. The salary range for this position is \$80,000 - \$85,000 annually.

- District 62 Administrator Fringe Benefits can be found here: [D62 Administrator Fringe Benefits](#)
- Health benefits information can be found here: <https://ccsd62.benefithub.com/app/home>

Evaluation:

Job performance will be evaluated annually by the Superintendent and/or designee per Illinois School Code requirements.

Updated 2025