



Senior Coordinator, English Learners

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| Reports to: | Executive Director | FLSA Status: | Exempt |
| Department: | Int'l Student Screening | Structure/Grade: | Unified 130 |
| Division: | Student Services | Workdays: | 246 |
| Retirement: | Teachers Retirement System | | |

Position Summary

Develops, implements, monitors, and supervises English Learners Department personnel, the ESOL Curriculum, the integration of WIDA Standards language development framework, professional learning, and ensures compliance with federal, state, and DCSD guidelines.

Essential Job Duties

- Supervises and evaluates English Learners (EL) Department personnel and oversees daily operations.
- Ensures effective instruction and language support services for English Learners (ELs) and families whose primary home language is other than English (PHLOTE).
- Oversees the integration of the WIDA English Language Development Framework into district instructional practices.
- Plans and facilitates professional learning opportunities that strengthen instruction and assessment for English Learners.
- Collaborates with district and school administrators to develop and implement instructional plans that address the academic and language development needs of ELs.
- Monitors compliance with federal, state (GaDOE), and district guidelines, including ESOL and Title III requirements.
- Oversees the implementation of the English Learners Master Plan, ensuring alignment with district goals and state standards.
- Analyzes student performance data to inform program improvement and instructional decision-making.
- Manages ESOL program delivery models, course scheduling, and district-wide allotment processes to maximize FTE/QBE funding.
- Provides leadership and supervision to the ESOL Interpreter Team and ensures effective communication and engagement with PHLOTE families.
- Maintains current knowledge of relevant educational laws, best practices, and emerging issues impacting English Learner programming
- Performs other duties as assigned.

Qualifications

- Master's degree in Education, Education Administration, or closely related area from a Georgia Professional Standards Commission approved accredited college or university required.
- ESOL endorsement required.
- Minimum five (5) years of classroom teaching or closely related experience required.



- School-based or closely related managerial/administrative level experience preferred.
- Valid Georgia Professional Standards Commission approved certificate in educational leadership at level L-5, NL-5, PL-6, or above required. If a level L-5, NL-5, PL-6, or above certificate is not held, the individual must be eligible for the NPL certificate in educational leadership or meet the eligibility requirement for a Support Personnel License from the Georgia Professional Standards Commission.

Knowledge, Skills, and Abilities

- Knowledge of ESOL and content area curriculum guidelines for DCSD and state requirements.
- Knowledge of standardized testing in accordance with school system policies and state laws; school system policies, programs, and procedures.
- Effective oral, written, and interpersonal communication skills.
- Skilled in coordinating and collaborating with federal, state, regional, and local organizations and departments to establish and execute responsibilities.
- Administration and management skills gained through increasingly responsible management positions.
- Ability to support teachers of English Learners as they plan and develop courses of study suitable for specific grade levels.
- Ability to develop lesson plans incorporating lectures, projects, group discussions, exhibits, field trips, audiovisual and library resources, computers, and the internet.
- Ability to use relevant computer applications, prioritize tasks, and manage multiple assignments simultaneously.

Physical Demands and Work Environment

- Frequently remains in a stationary position.
- Occasionally moves about inside a classroom or similar setting.
- Occasionally moves equipment weighing up to 25 pounds.
- Occasionally moves or otherwise maneuvers children weighing from 25 pounds to over 100 pounds.
- Occasionally operates a motor vehicle safely and legally, in accordance with applicable state and federal transportation laws.
- Must have valid driver license and clean driving record.
- Constantly works in an indoor environment.
- Occasionally exposed to loud noise levels..

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.

Reviewed/Revised: 10/13/2025