

TITLE: **Coordinator of Multi-Language Learners (MLL)**

SELECTION: Appointed by the Board after consideration of the Superintendent.

QUALIFICATIONS:

- a. Valid Illinois Professional Educator License (PEL) with Administrative Endorsement
- b. English as a Second Language (ESL) endorsement required; Bilingual Spanish preferred
- c. Master's degree required in Education, Curriculum & Instruction, or related field
- d. Minimum four (4) years of successful experience in teaching and/or leading in bilingual or multilingual education
- e. Demonstrated knowledge of research-based instructional practices for ELs and early learners
- f. Deep understanding of language acquisition and WIDA standards
- g. Knowledge of ISBE compliance, Title III, and other relevant grant programs
- h. Understanding of Bilingual education laws/regulations in K-8
- i. Ability to collaborate with school and district leaders to improve teaching and learning
- j. Ability to lead the Bilingual Parent Advisory Committee to foster meaningful parent engagement to support student success

REPORTS TO: Assistant Superintendent of Teaching & Learning

PERFORMANCE RESPONSIBILITIES:

District Leadership & Program Oversight

- Develop and implement a cohesive, equity-driven vision for Multilingual Education
- Provide leadership for all district bilingual/ESL programs, including Transitional Bilingual Education (TBE), Transitional Program of Instruction (TPI), and MLL services
- Ensure alignment of instructional practices and supports for multilingual learners across all grade levels

Compliance & Data Management

- Ensure compliance with ISBE, federal, and grant program requirements (e.g., Title III, ACCESS, SIS reporting)
- Oversee EL screening, identification, placement, and reclassification processes
- Prepare and submit all required reports and grants, including IWAS submissions and grant amendments
- Maintain accurate EL program records, including SIS, ACCESS, and state assessments

Instructional Coaching & Professional Development

- Provide coaching, consultation, and professional development to teachers, support staff, and administrators on effective instructional strategies for multilingual learners
- Support curriculum implementation aligned with WIDA English Language Development Standards
- Oversee the use of formative assessments such as WIDA Model to inform instruction and monitor progress

Personnel Support & Evaluation

- Support the recruitment, development, and retention of qualified bilingual/ESL staff
- Collaborate with principals in the supervision and evaluation of EL teachers and staff
- Design and facilitate onboarding and ongoing professional learning for multilingual educators

Family & Community Engagement

- Facilitate and strengthen the Bilingual Parent Advisory Committee (BPAC) to ensure meaningful parent input and engagement
- Engage families as partners in language development and academic success
- Build partnerships with cultural and community organizations to expand support and programming for multilingual families

Collaboration & Communication

- Serve as the district's liaison with ISBE and other agencies regarding multilingual education programs
- Collaborate with principals and district leadership to align instructional priorities and resources for multilingual learners
- Communicate program goals, student outcomes, and progress to staff, families, community partners, and the Board of Education

TERMS OF EMPLOYMENT:

12 months

EVALUATION:

Evaluated annually by the Assistant Superintendent of Teaching & Learning, according to district procedures.

APPROVED BY THE BOARD OF EDUCATION ON SEPTEMBER 8, 2025