



JOB DESCRIPTION

TITLE: COORDINATOR, BILINGUAL/MIGRANT PROGRAM

FLSA STATUS: Exempt

SALARY/TERMS OF EMPLOYMENT: Certified Personnel
260 Days

MINIMUM

- QUALIFICATIONS:**
1. Master's Degree in Bilingual Education or Curriculum and Instruction
 2. NM Bilingual or TESOL endorsement preferred
 3. Possess valid New Mexico Public Education Department (PED) Administrative License (Level 3B)
 4. Ability to read, write, and communicate in a professional setting in English & Spanish
 5. Experience working in an administrative/supervisory capacity preferred
 6. Knowledge of current research and best practices regarding English language learner
 7. Knowledge of programs and support for migrant students
 8. Understanding of federal and state statutes and regulatory requirements in the area of English Language Learners (ELLs)
 9. Understanding of program evaluation and data analysis
 10. Demonstrated ability to use student achievement data to plan for and implement professional development for staff

REPORTS TO: Assistant Director of Instruction for English Language Acquisition, Bilingual, and Migrant Education Programs

JOB GOAL: Provide leadership, coordination and administrative support to achieve the following:

1. Successful implementation and coordination of Bilingual and Migrant Education Programs
2. Provide research-based instructional strategies to meet the needs of ELLs
3. Successful implementation of the Common Core State Standards to meet the needs of ELLs

PERFORMANCE RESPONSIBILITIES: Assist the Assistant Director of English Language Acquisition, Bilingual, and Migrant Education Programs with ELL and Migrant education programs, development, evaluation, and enhancement. Specific duties include, but are not limited to the following:

1. Collaborates with Assistant Director of Instruction for English Language Acquisition, Bilingual, and Migrant Education Programs to ensure that high-quality instruction for English language learners is an integral part of the K-12

- instructional program
2. Consults with principals, coordinators, facilitators, educational assistants, parents, and other staff members in developing and implementing a comprehensive, effective, and research based bilingual and migrant education program that are aligned with local, state and federal guidelines
 3. Uses current research to prepare for and provide information pertaining to trends in curriculum development and learning programs for students enrolled in bilingual and migrant education programs
 4. Assists in the development of annual budget that meets state and federal guidelines and reflects the instructional needs of English language learners
 5. Understands the Common Core Standards
 6. Collaborates in the development of professional learning opportunities for staff in all content areas
 7. Provides technical assistance to schools to ensure that learning programs, testing, and support structures for English language learners meet local, state, and federal guidelines and research-based practices
 8. Collaborates with school principals on the maintenance of student records as they relate to student eligibility in bilingual and migrant education programs
 9. Assists in preparing and submitting annual reports to the district on the services provided to migrant students
 10. Complies with local, state, and federal regulations
 11. Performs such other tasks as may be assigned within the parameters of this job description

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS: Various machines and equipment including but not limited to computer, calculator, printer, scanner, copier, duplicator, TV/VCR,DVD, cassette recorder/player, overhead/opaque projector and microwave oven

WORKER TRAITS: Aptitudes: Ability to understand oral and written instructions; understanding of relevant and current research on the education of English language learners; ability to analyze student achievement data; and excellent writing and presentation skills. Motor coordination required to coordinate eyes, hands, and fingers when operating machines and equipment essential to the job. Manual and finger dexterity required to operate machines and equipment precisely. Adaptability to perform required tasks in a complex office operation with multiple demands from several sources.

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board of Education’s policy on evaluation of administrator personnel.

I accept the position offered and agree to the above job description:

SIGNATURE: _____ **DATE:** _____

PRINT NAME: _____

APPROVED BY: _____ **DATE:** _____

REVISED:01/2013