

**JOB TITLE: English Learner Coordinator**

**QUALIFICATIONS:** Holds Louisiana Teaching Certificate with endorsement of English as a Second Language and/or at least one Foreign Language (multiple content area endorsement preferred); Five years of professional experience teaching Immersion and working with students in English as a Second Language; Master's Degree preferred.

**REPORTS TO: Director of Federal Programs**

**SUPERVISES:** English Learner Paraprofessionals

**JOB DUTIES AND RESPONSIBILITIES:**

- Attend all necessary meetings scheduled by the Louisiana Department of Education State Title III Director and Language Acquisition Team.
- Responsible for verifying district Title III/LEP (Limited English Proficient) data for reporting AMAO I, II, & III to the district as well as parents.
- Responsible for implementing and supervising any Multilingual Learner Summer Enrichment for beginning level Multilingual Learners.
- Accountable to The Department of Homeland Security for appropriate academic placement of Unaccompanied Alien Youth.
- Prepare the Multilingual Learner Department's yearly reports as required by the Louisiana Department of Education, to include, the Lau Plan, the annual Title III State Survey, and federal monitoring mandates.
- Responsible for Multilingual Learner supplemental curriculum planning and procurement, English and other language proficiency testing, Multilingual Learner student placement, evaluating language proficiencies regarding the Seals of Biliteracy and awarding Carnegie Units, and foreign student transcript translations.
- Implementing an effective support of the Seal of Biliteracy, both State and National in collaboration with Student Services.
- Responsible for progress monitoring language growth of Multilingual Learner students via multiple measures, including ELPS/T.
- Responsible for supporting the Multilingual Learner school site programs, to include Multilingual Learner teachers, parents & students.
- Collect and report relevant information and statistics for analysis.
- Provide essential Multilingual Learner staff development within the district for school administrators, Multilingual Learner teachers, and mainstream teachers.
- Provide school site administrators with tools to facilitate monitoring of effective implementation of program strategies/objectives.
- Communicate in a timely manner, appropriate information about the program as requested.

- Facilitate collaboration with local agencies and organizations.
- Collect data on Multilingual Learner statistics and activities for presentation to the public.
- Maintains accurate, complete and correct records as required.
- Perform all other duties as assigned.

**TERMS OF EMPLOYMENT: 12 months**

**EVALUATION: Performance of this position will be evaluated annually in accordance with Louisiana Department of Education and Natchitoches Parish School Board policy.**