Under the supervision of the Director of Teaching and Learning, the District ELL Coordinator/Student Growth Specialist is responsible for supporting the implementation of district instructional goals outlined in the District and School Improvement Plans and OSPI Transitional Bilingual Instructional Program (TBIP) and Title III regulations and requirements. In collaboration with district and building administration and teacher leadership groups, this position will develop and establish coherent, district-wide protocols and procedures for the implementation of English learning programs and positive student growth.

**Qualifications:** Continuing teacher certification, administrator credentials

**Preferred Qualifications:** EL Endorsement, GLAD trained, GLAD Trainer, Bilingual preferred

**Salary:** Administrative Salary Scale

**Work-Year/Hours:** 210 days (vice principal), 7 hours a day

**Salary Coding:** Title III, TBIP and RAD. Due to grant funding, this is a three year position.

**Duties:**

- Assists building administration in the supervision of instructional programs for English language learners
- Coordinates and facilitates the use of categorical funding to meet the needs of targeted students and programs
- Assists in developing and carrying out evaluation procedures for EL programs
- Prepares and submits required reports to state and federal agencies
- Knows, understands and fulfills consolidated program review requirements for TBIP and Title III
- Works with teachers who support EL identified students in planning, implementation and coordination of student services
- Works with district and building administration in planning, implementing and coordinating English language learner professional development for teachers and paraeducators
- Knows and implements second-language acquisition theories, methodologies and instructional models to build English Language Proficiency to ensure students develop levels of English proficiency to succeed academically
- Plans and facilitates monthly bilingual parent meetings
- Analyzes and shares academic and linguistic student achievement data, including student growth data, with appropriate parties, facilitating changes in teaching practices
- Performs other duties as assigned by the Director of Teaching & Learning
- Assists with the organization and implementation of language assessments
- Monitors English learner progress and communicates it to staff and administration each tri
- Implements all requirements for the enrollment of English language learners
- Meets and collaborates with building administrators and counselors on EL student progress and needs and assists in generating supports and resources
- Attends Resource Management Team on both campuses as an advocate for EL students
- Case manages students in sub-group populations
- Assists teachers to improve language instruction
- Assists teams to examine work, de brief peer or classroom observations, and use student data to plan differentiated instruction
- Maintains documentation as required by district, state, and federal EL program accountability
- Provides leadership and oversight in the implementation of state standards, curriculum, instruction and assessments in grades 4-6 to increase student achievement
- Collaborate with teachers to implement a system of enrichment and intervention to increase student achievement
- Provides direction, expertise and strategies to 4-6 grade teachers to support the academic needs of students with unique learning needs including ELL and special education.
- Develops and models a wide repertoire of learning strategies and differentiated instructional strategies that can be implemented into classrooms to provide scaffolds and support for students
- Supports staff by providing professional development and growth activities with a focus on best practices for teaching and the delivery of grade level standards
- Knows Dufour’s 4 PLC questions, demonstrate and assist teams in implementation of strong PLC practices that lead to increased student achievement.
- Tracks and analyze student data and communicate data to shareholders
- Is an active leader and participant in the district and building leadership teams