

EL Program Coordinator

- Lead in the development, implementation and revision of the EL program
- Provide leadership for the EL program including but not limited to attending TBTs, BLTs, and DLT meetings along with guiding administrative staff in the knowledge and implementation of the program.
- Conduct intakes for newly arrived students-providing families with information regarding enrollment and school processes
- Determine program goals, oversee program evaluation, and use data for future improvements and recommendations
 - Create and maintain a measurement growth for English Learner students based on their OELPA scores over multiple years
 - Create and maintain academic achievement of English Learners on standardized testing as it compares to their native English speaking peers
 - Maintain English Learner plans and monitoring forms (for those exited- up to two years) and engage staff in filling out the appropriate plans and information
- Conduct professional development that pertains to English Learners, co-teaching, and other best instructional practices
- Work directly with teachers who are instructing in the newcomer program at the high school including providing instructional coaching in the following areas:
 - Equitable access to content
 - Graduation pathways understanding
 - Explicit instruction in reading, writing, listening, and speaking
 - SIOP intentional lesson planning
- Instructional coaching for K-12 including the following information:
 - Equity and inclusion
 - Co-teaching with English Learners
 - English Learners in the content areas
 - Decision-rules frameworks
 - MTSS processes and procedures
- Maintain communication with EL stakeholders (including ODE, district coordinator for federal programs, building principals, staff, parents, community and federal agencies as appropriate)
- Disseminate information about second language education and the EL program
- Assist in the development and implementation of policy and procedures to assure equal education opportunity for EL students
- Recruit and assist in the selection of EL staff
- Keep abreast of the latest developments in second language education through reading, research, and attendance at professional meetings