
TITLE: Coordinator: EL Program/Language Coach

QUALIFICATIONS:

1. Minimum of a Masters Degree
2. Alabama Administrative Certification
3. Such alternatives as the Board may find appropriate.

REPORTS TO: Federal Programs Director

JOB GOAL: To coordinate Albertville City Schools Language Acquisition

JOB DUTIES:

1. Coordinate the systems EL Program in accordance with that applicable system, state, and federal law, policies and procedures ensuring the program is aligned with the system and individual schools vision and goals.
2. Develop with input from each school, The Director of Federal Programs, and the Director of Teaching and Learning a comprehensive professional development program that addresses the needs of EL students at each grade level.
3. Implement the comprehensive professional development plan.
4. Coordinate and conduct monthly school level EL team meetings, maintaining data needed to plan and coordinate the needs of each LEP student.
5. Coordinate and plan all aspects of ACCESS testing, adhering to local, state and federal assessment guidelines.
6. Screen each new EL student new to US schools, or unverified EL program participation, in accordance with Local, State and Federal Guidelines.
7. Maintain data and prepare needs assessment and report when necessary.
8. Review and revise as necessary the Albertville City Schools EL plan.
9. Stay up to date on state and federal policies, laws, and procedures.
10. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations
10. Coordinate supplemental EL programs.
11. Ensure procedural safeguards of each EL student.
12. Act as an advocate for EL students.
13. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development.**
14. Perform other duties as may be assigned.

Essential Duties

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EMPLOYMENT: 9-Month 10-Month 11-Month 12-Month

EXPECTED WORK DAY: 8 Hours

SALARY: According to Albertville City School Board approved salary schedule and determined by rank and experience **as per policy 5.1.2 – Personnel – Special Requirements for the Position**

EVALUATION: Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements

Reviewed and agreed to by: _____ Date _____
Employee

Principal/Program Coordinator _____
Initials

Human Resource _____
Initials

BOARD APPROVED:4/12/16