

Job Descriptions - Human Resources Department

Position:	ESL Coordinator- Campus		
Department/Campus:	Campus	Reports to:	Principal
FLSA Status:	Exempt	Pay Grade:	Band 5
Job Type	Full Time	Work Hours	Normal School hours

JOB GOAL

Assist/Support teachers in providing English language Arts and Reading Instruction to accelerate English Language Proficiency for ELLs participating in the ESL Program using the TEKS and ELPS through the application of sheltered instruction strategies. Maintain appropriate documentation.

POSITION QUALIFICATIONS:

- o Bachelor's Degree from an accredited institution
- o Texas Educator Certificate for "specified" grade level
- o Texas Educator Certificate for English as a Second Language (ESL) education

DUTIES AND RESPONSIBILITIES:

- o Implement procedures and coordinate the process to identify LEP students at all grade levels campus-wide, including review of student data and testing of students.
- o Ensure that campus effectively implement ESL program meet district program goals.
- o Maintain and complete all LEP documentation in a timely manner, and that all records are kept confidential in accordance with Texas Education Agency guidelines, state, federal laws (FERPA).
- o Update the school database in a timely manner to reflect accurate data of LEP students, including LEP denials and monitoring year 1 and year 2 students for FSP submissions.
- o Train all parents, administrators, teachers and staff on the Language Proficiency Assessment Committee (LPAC) in accordance with TEA and ensure they understand and comply with confidentiality of students in accordance with both state and federal laws.
- o Plan, prepare, and facilitate the Language Proficiency Assessment Committee (LPAC) meetings.
- o Train, coach, and support teachers in developing and implementing lesson plans that meet the district's and TEA's curricular requirements (TEKS and ELPS) and linguistically accommodate and differentiate the commensuration of the language proficiency level of the LEP students.
- o Train, coach, and support teachers in completion of documentation regarding English language learners using the ELPS and PLDs of students.
- o Train, coach, and support teachers in implementing a variety of instructional materials, technology tools and digital learning platforms to enhance learning and language proficiency development.
- o Assist school administration in scheduling classes for ESL instruction.
- o Monitor ELL's academic and linguistic progress that is reflected in the formative and summative evaluations to ensure students meet desired educational goals and use assessment results to coordinate ESL instruction and schedule.
- o Compile, maintain, analyze, submit and file all physical and computerized reports, records, and other documents required by the district, state and federal laws.
- o Ensure ESL classroom(s) and/or instructional environment is safe, organized and conducive to learning, with accessibility to all students.
- o Establish and maintain communication, both written and oral, with parents, students, principals, and teachers to keep them informed of student progress.
- o Collaborate with district personnel, Region service centers, and other professionals to carry out school wide instructional or related activities for ELL students and their parents to better educate them on ELL services and programs.
- o Collaborate with other content teachers and special education teachers to ensure ELL student's language and instructional needs are being met.
- o Advocate for English language learners to ensure they have an equitable educational opportunity.
- o Continually communicate with students on instructional expectations and keep them informed of their progress in meeting those expectations.
- o Plan and conduct parent meetings (i.e. conferences with the parents of LEP denial students), failing monitor students, and exited ELL students.
- o Participate in professional development activities and staff meetings as required or assigned.
- o Implement new learning from professional development activities correlated with accelerating English language proficiency for ELLs.

- o Administer Oral language proficiency and Achievement tests to determine student eligibility for ELL Programs and analyze district assessments to determine placement in ELL program.
- o Participate as TELPAS rater, TELPAS verifier, and provide training and supplemental support to other raters as needed.
- o Provide ESL instruction as assigned by the campus principal. If the coordinator has teaching role, duties and responsibilities explained in ESL teacher job description will also apply.
- o Perform other duties as assigned.