



Crossroads Charter Schools

Job Description: ELL Coordinator

Direct Supervisor: Chief Academic Officer, or designee

School Summary:

At Crossroads Charter Schools, we...

- Understand the significant difference between equity and equality. Every student deserves to receive what he/she needs to succeed (equity), not that every student receives the same amount of resources, instruction, attention, etc. (equality).
- Develop school environments where all students are actively and meaningfully engaged in rigorous instruction and authentic learning tasks.
- Interrupt the “school to prison pipeline” – policies and practices that are directly and indirectly pushing the most at risk students out of school and on a pathway to the juvenile and criminal justice systems.
- Engage families as partners in meaningful ways.
- Build the capacity of diverse teams that are more reflective of our students.
- Nurture an open, collaborative, and trusting environment because the work is enormous, deeply personal, emotional and often difficult.
- Engage in on-going job embedded professional development through co-teaching and co-planning

Position Summary:

The primary responsibilities are to provide leadership on the ELL Team in the development, coordination, and support of curriculum, instruction, assessment, and professional learning, as well as management of ELL Program protocols and procedures. This person coordinates district wide activities, disseminating and receiving information related to English Language Development; planning and implementing activities and/or special events; addressing operational issues related to their role as coordinator of ELL activities at each school site; providing recommendations of expenditures for activities, equipment, and supplies that enhance the school programs; and serving as a resource to respective school staff, providing support and guidance based on their subject area knowledge and experience. The ELL Coordinator supervises a team of teachers who collaborate with staff to co-plan, co-deliver, and individualize instruction for all students in a class; work together creatively to accommodate special needs, diversity and educational backgrounds of the students; and overcome instructional challenges constructively. The ELL Coordinator is a hardworking, goal-oriented and enthusiastic professional with excellent subject knowledge and a sound understanding of the Missouri Learning Standards and Common Core State Standards.

Position Responsibilities:

- Actively participates in the deliberations and classification of ELL students and leads in the planning, coordinating, developing, monitoring and evaluating the effectiveness of the ELL program.
- Maintains confidential records on all referred students and student/parent contacts in accordance with federal and state law, Board policy and the procedure of the school’s ELL education program.
- Provides thorough and timely reports, data, and information, and makes sure the ELL Department stays in compliance with federal/state rules and regulations.
- Maintains effective and efficient record keeping procedures.
- Participate in multi-disciplinary team meetings, IEP meetings, and any other meetings pertaining to ELL student achievement
- Collaborate with general education teachers to ensure that general education classroom environments and learning experiences support ELLs
- Work with administration and other ELL staff to identify staff development needs in best practices in ELL instruction and plan/deliver workshops to meet those needs.

- Supervise ELL Program teachers
- Coordinate, schedule and ensure ELL team administers WIDA tests and provide accommodations for ELLs on district and school-wide assessments.
- Plan a program of study that, as much as possible, meets the individual needs, interests and abilities of ELL students. May teach English language development to assigned students.
- Assist ELL team in creating a classroom environment that is conducive to learning and appropriate to the maturity and interests of ELL students. Encourage students to set and maintain high standards of classroom behavior.
- Assist in the development and implementation of appropriate ELL program curriculum.
- Guide the learning process toward the achievement of curriculum goals and, in harmony with the goals, establish clear objectives for all lessons, units, projects, and the like to communicate these objectives to students. Such goals shall be consistent with the school's philosophy of education and its instructional goals and objectives.
- Employ appropriate ELL instructional methods and materials for meeting stated objectives.
- Coordinate and ensure accurate assessment and placement of ELL students.
- Support efforts of the migrant program.
- Ensure that the ELL team members assess the accomplishments of ELL students on a regular basis and provide progress reports as required.
- Maintain accurate, complete records as required by state and federal laws.
- Make provisions for being available to students and parents for education related purposes outside of the instructional day when required or requested to do so under reasonable terms.
- Attend and participate in faculty meetings and serve on staff committees as required.
- Attend ELL and migrant meetings as scheduled. Lead and/or assist at ELL/migrant parent meetings and other events as scheduled. Translate and interpret as needed.
- Assist the administration in implementing all policies and/or rules governing student life and conduct, and for the classroom behavior and procedure, maintain order in the classroom in a fair and just manner.
- Assist in upholding and enforcing school rules, administrative regulations and School Board policy.
- Participate in meetings, training and professional development
- Meet professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating, etc.
- Act in a professional and ethical manner at all times and comply with school policies, procedures, and expectations.
- Perform other duties and responsibilities as assigned by their supervisor.

Skills and Qualifications:

- Bachelor's degree
- Valid Missouri teaching certificate with ELL certification
- Minimum 7 years experience teaching elementary and secondary levels preferred
- Demonstrated success in urban education
- Desire to continue professional development
- Excellent organization skills and an ability to coordinate multiple tasks and activities
- Outstanding verbal and written communication skills and an ability to keep multiple stakeholder groups, including parents, teachers, staff, volunteers and partners, informed of critical issues, activities and schedules.
- An ability and enthusiasm for promoting the school and its mission to a broad and diverse group of people.
- Excellent work ethic, positive attitude, flexibility and willingness to perform tasks assigned
- Demonstrates ethical behavior and confidentiality of information about students and teachers in school environment and community.
- Must pass extensive background check and drug screening.

Key Working Relationships in Addition to Supervisor:

Teachers, Students, Parents, Volunteers, Office Staff, Support Staff, Assistant Principal, Principal, Executive Director