



POSITION DESCRIPTION

Job Title: ELL Services Support Coordinator

Reports to: Principal

The ELL Services Support Coordinator will coordinate assessments and services to deliver high-quality instruction to English Language Learner (ELL) students in collaboration with the teaching staff. ELL Services Support Coordinator will serve as a resource for staff on ELL instruction.

Job Duties:

- Assist all English Language Learners (ELLs) in achieving English language proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs.
- Assist in the development and implementation of appropriate ELL program curriculum.
- Collaborate with a team of educators to ensure that general education classroom environments and learning experiences support ELLs .
- Lead professional development for staff on ELL practices and strategies.
- Develop and implement a support structure for students and families in need of ELL services.
- Actively participate in initiatives to engage parents and families of ELL students in the school community.
- Coordinate and ensure accurate assessment and placement of ELL students.
- Appropriately identify students with limited English-speaking ability and determine the appropriate instructional program and environment for ELLs and monitor their progress in order to determine their readiness in a mainstream classroom environment.
- Provide materials, instructional assistance, co-teaching on an as need basis, and professional development to assist teachers in strengthening ELL instruction.
- Participate in team meetings, IEP meetings, and any other meetings pertaining to ELL student achievement.
- Supervises students, fostering and ensuring a disciplined and safe learning environment.
- Attend meetings as scheduled. Assist at ELL parent meetings and other events as scheduled.
- Translate and interpret documents/meetings as needed.
- Adheres to all SMCS policies and procedures. Performs other duties as assigned.

Qualifications:

- High school diploma or GED required, BA/BS in Education in an appropriate subject area preferred
- Bilingual in Spanish required
- Experience as an ELL aide preferred
- Self-starter, motivated, ability to work independently
- Ability to establish and maintain cooperative and effective working relationships with others
- Strong planning and organizational skills; detail oriented
- Demonstrated faith commitment
- Strong communication skills- verbal and written

I accept the above responsibilities and by signature indicate my willingness to enthusiastically participate in the implementation of the faith community. I can perform the above duties with reasonable accommodations.

Print Name: _____

Signature: _____

Date: _____