

RANGELEY LAKES REGIONAL SCHOOL

TITLE: ESL Coordinator

QUALIFICATIONS:

1. Maine Department of Education (K-12) 660 English-Second Language certification.
2. Previous experience teaching ESL students
3. Strong organizational skills

REPORTS TO: Principals and Superintendent. Reports to the Curriculum Coordinator for Evaluation for Curriculum development.

JOB GOAL: To empower ELL students with the knowledge and abilities to become active learners in an English-speaking environment.

RESPONSIBILITIES:

1. Develop individual learning plans for all ELL students, outlining detailed strategies to move these students from ELL to English speaking.
2. Meet and instructs tutors, classroom teachers and identified school ELL personnel in the techniques and instructional strategies for ELL students.
3. Interpret data from assessments to determine alterations to individual learning plans.
4. Responsible for understanding federal laws related to the education of English language learners; for updating and maintaining a district LAU plan.
5. Maintain positive communication with the English as a Second Language office of the Department of Education
6. Support and mentor new ESL staff.
7. Assist in the ELL evaluation assessments for the State at the end of the year.
8. Continually develop and adjust the ELL policy as needed to better fit the ELL population of the District.
9. Collaborate with the staff and tutors to continually evaluate the progress of the students.
10. Collaborate with the staff, administration and tutors to evaluate all programs used with ELL students to determine their effectiveness.
11. Adequately complete, in a timely manner, all paperwork for the District and the State.
12. Continually develop professional growth in areas related to ELL.
13. Follow all District policies and procedures.
14. Perform such other duties and activities as may be assigned by the Superintendent and Curriculum Coordinator.

WORK YEAR: School year

EVALUATION: Performance of this job will be evaluated by Administration.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at the present time in the future.

Adopted: 11.7.2022