

JOB TITLE: Administrator for English Learners

REPORTS TO: Principal

EMPLOYED BY: Sanga Educational Partners

QUALIFICATIONS:

Master's degree required. Valid Michigan teacher certificate with ESL or bilingual endorsement required. Demonstrated proficiency in a language other than English required.

Experience:

Three years of successful experience educating English Learners. Demonstrated experience in administering, interpreting and evaluating student language proficiency assessments. Experience coordinating professional learning and program administration/leadership preferred. Supervisory experience preferred.

License/Certification:

- Michigan Teacher Certificate (Required)
- ESL or Bilingual endorsement (Required)

Job Summary:

The Administrator for English Learner is responsible for overseeing English Learner (EL) programming for participating consortium districts/PSAs along with World Languages. The Administrator collaborates with local district Point of Contacts (POCs) to administer, coordinate, and evaluate English Learner Programming and staff. The Administrator supports English for Speakers of Other Languages (ESOL) program eligibility and identification; staff scheduling; instructional programming and assessment; parent engagement, communication and outreach; teacher quality and professional learning. The Administrator supervises and evaluates ESOL all program staff and manages EL funding, budgeting and grant maintenance. The Administrator also communicates updates and facilitates the networking of EL teachers in the county along with best practices and course options.

Essential Duties (May include, but not limited to):

Maintain ongoing knowledge of local, state and national educational initiatives in order to effectively direct ESOL program services within the schools.

Develop and maintain annual programming including instructional and program resources to support student learning and compliance.

Establish common procedures, expectations and available supports for local districts' programming implementation.

Provide ongoing guidance, communication, and support to local district Point of Contacts (POCs).

Support student ESOL program eligibility screening, annual English proficiency assessment, and the differentiated instruction of EL students in local classrooms.

Responsible for the supervision, coordination, and evaluation of a variety of ESL instructional and support staff as assigned by the Principal.

Develop schedules and assign program staff throughout the county.

Provide professional development opportunities for ESOL program staff, general education instructional staff and administrators.

Assess the strengths and potential needs of EL students as assigned.

Participate in Special Education IEP Team meetings speaking to linguistic and cultural variables as assigned.

Create and translate documents for parental access.

Respond to parent requests and support local districts' parent responses.

Fulfill annual nonpublic participation communication and consultation to local districts.

Communicate, support, and provide guidance to local district leadership, state, local, and community organizations as appropriate.

Serve as a resource for district and countywide sub-committees as assigned.

Oversee staffing of EL staff.

Coordinate, manage, and maintain grant application and budgets.

Assist local districts with EL specifics for state student data reporting.

Support district MICIP planning specific to EL.

Annually creates, collects, and disaggregates program evaluations.

Coordinate and oversee assigned EL Instructional Coach schedules, activities and priorities.

Other Duties:

1. Performs other related duties as assigned