

Job Title: Coordinator of ELL, Migrant, Title III and Hi Cap
Reports to: Director of ELL, Migrant, Title III and Hi Cap
Work Schedule: 8.0 hours per day - 255 days per year (includes 28 vacation days and 12 holidays)
Salary: Marysville School Administrator Salary Schedule – Administrator 1 - Coordinator

Position Goal:

This position is accountable to the Director of ELL, Migrant, Title III and Hi Cap for interpreting and executing the below responsibilities, in addition to any other responsibilities that are assigned. The position will maintain continuous contact with staff members to ensure close coordination and communication necessary for the accomplishment of the responsibilities below.

Primary Performance Duties and Responsibilities Instructional Leadership:

The position will work with staff in elementary and secondary schools to provide support for the implementation of research-based instructional strategies which support the professional development implemented by the district. The position's primary function is to provide instructional assistance to teachers.

Minimum Qualifications:

- Valid Washington State Teaching certificate with endorsement applicable to assignment
- Wide range of experience in grades K-12 working with adult learners and demonstrated knowledge of effective practices used to reach the needs of all students with particular expertise in strategies to eliminate the achievement and opportunity gaps preferred
- Ability to articulate and implement the Washington State Learning Standards (CCSS/NGSS)
- Demonstrate the ability to work successfully with age appropriate students, staff, and multi-cultural community
- Special experience and/or training in collegial coaching and/or co-teaching is preferred
- Possess general knowledge and varied experience
- Demonstrated interest in and evidence of continued personal/professional growth
- Demonstrated ability to communicate and support a growth mindset
- Cultural Competency; ability to effectively work with diverse populations
- Successful teaching and instructional leadership experience
- Experience and/or training with cultural, ethnic, and language diversity preferred
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act
- Completion of all district-required trainings within thirty (30) calendar days from hire date

Desired Skills:

- Demonstrated ability to communicate and support a growth mindset
- A working knowledge of current research and resources related to district and site-based goals, staff development, group processes, and current pedagogical knowledge
- Demonstrated ability to work cooperatively, effectively, and flexibly with adult learners
- Demonstrated clarity in written and oral communication
- Clear understanding of current national, state and local education initiatives
- Demonstrated interest in and evidence of continued personal and professional growth
- Demonstrated evidence of planning, organizational skills and ability to perform multiple tasks
- Ability to structure time and manage multiple priorities independently
- Evidence of recent leadership activities
- Ability to effectively work with diverse populations

Essential Job Functions:

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Supervise and evaluate instructional and operational staff as required

- Maintain professional competence through in-service education, coursework, or professional growth activities
- Support the Federal and State Grant PD as outlined and provided under ELL, Migrant, Title III and Hi Cap
 - Provide job-embedded coaching and training on GLAD strategies within the classroom K-12
 - Provide collegial coaching, co-teaching, and modeling opportunities to teachers to support the implementation of GLAD and AVID PD with fidelity district wide
 - Coordinate with building data teams and departments to offer support, modelling of, training on, and coaching on best practices, methodologies, and instructional techniques to support student achievement
 - Collaborate with teachers and school leaders in achieving common goals supporting student achievement in order to close the opportunity gap
- Support ELL, Migrant and Hi Cap Programs
 - Update teachers/admin on ELL, Migrant and Hi Cap regulations and guidelines
 - Observe implementation of ELL curriculum / GLAD Strategies and provide coaching, additional training, or support to ensure implementation with fidelity district wide
- Provide teachers as needed (e.g. answer program, curriculum, assessment, grouping, scheduling, and data questions) Understand and Comply with State ELL, Migrant and HI Cap requirements
 - Monitor ELL Rosters for data compliance in accordance with the district ELL plan
- Participate on District Committees/Meetings
 - Attend SIP/RTI teacher meetings/PLCs as needed
 - Attend ELL and Hi Cap PLCs as needed
- Participate in on-going Professional Development
 - For example: LLI trainings, OSPI webinars, District trainings, etc.
- Manage resources to meet legal requirements and achieve department goals
- Professionally interact with students, staff, and public
- Establish and maintain professional contacts with students
- Comply with all district policies and procedures
- Comply with the Code of Professional Conduct
- Perform related duties as assigned

Work Environment:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The employee is confined to a work area; required to have precise control of fingers and hand movements; experiences constant interruptions and inflexible deadlines; and must be able to stoop, crouch, crawl, bend, kneel, stand for periods of time, and lift in order to assist a student with personal care. The employee is required to deal with distraught and/or angry persons and is exposed to infectious diseases carried by children. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

Evaluation:

This position shall be evaluated periodically by the Director of ELL, Migrant, Title III and Hi Cap pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the employee's performance of the above essential job functions.

Classification History:

Job description developed April 2019.

Job description revised August 2019.