**American Indian Model Schools ELD Coordinator**

**DESCRIPTION**

Under the direction of the Superintendent or designee, the Coordinator serves as an educational leader of the school. The ELD Coordinator is accountable to the Superintendent or designee for the quality of teaching, curriculum, instruction, postsecondary preparation, and the achievement of students. This position qualifies for federal funding.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

• Assists school administrators for the purpose of supporting them in meeting the needs of English Language Learners.

• Conducts meetings with staff for the purpose of coordinating districtwide activities including disseminating and receiving information, planning and implementing activities/events, addressing operational issues, etc.

• Confers with staff as may be appropriate regarding instructional techniques, organization of practices, etc. for the purpose of providing guidance and mentoring.

• Coordinates a variety of administrative activities (e.g. screening, interviewing, recommending, and/or orienting program staff; etc.) for the purpose of ensuring a positive learning environment and the efficient use of resources within the specified program area.

• Coordinates language proficiency testing (e.g. LPAC) for the purpose of identifying students that qualify for English Language Development programs.

• Identifies program needs (e.g. instructional materials and equipment, etc.) for the purpose of providing input to school administration that will enhance the ELD program.

• Monitors District and Site level advisory committees (e.g. DELAC, ELAC) for the purpose of ensuring compliance and obtaining input to maximize program effectiveness.

• Monitors inventory of instructional materials, equipment and supplies for the purpose of identifying required items to provide instruction in accordance with established curriculum. • Participates in meetings, workshops, trainings, and seminars (e.g. site management team, specialized staff, district curriculum, etc.) for the purpose of conveying and/or gathering information required to perform functions.

• Prepares a variety of reports and written materials (e.g. District ELD plan, benchmark objectives, supply orders, equipment inventory, etc.) for the purpose of documenting activities and ensuring compliance with established guidelines.

• Recommends budget expenditures for the purpose of addressing curricular, equipment and supply needs required to implement the instructional program.

• Researches new material and recommends pilot projects for the purpose of providing the most effective program for the students.

• Responds to inquiries from school personnel for the purpose of providing information, assistance and/or direction related to the grade level or special area activities.

**EDUCATION AND EXPERIENCE**

• Masters’ Degree in educational related field

• Possesses or eligible for Administrative Services Credential (desired)

• Minimum 3 years of successful teaching

**QUALIFICATIONS**

• 3 letters of recommendation (1 from a direct supervisor)

• Demonstrated observation and coaching ability in classroom

This is an exempt position. The incumbent is not eligible for overtime compensation. The Board of Directors reserves the right to waive any minimum qualification.

(Pending AIMS Board Approval)