

# ELL Coordinator

**Job Description Summary:** The ELL Coordinator is responsible for supporting the needs of English Language Learners within Mountain Song Community School.

**Reports to:** School Principal/ ELT

**Job Status:** Regular Part-time

## Essential Duties:

- Assists school administrators for the purpose of supporting them in meeting the needs of English Language Learners students enrolled in Mountain Song Community School.
- Coordinates and administers language proficiency testing for the purpose of identifying students that qualify for English Language Development Programs.
- Identifies program needs for the purpose of providing input to school administration that will enhance the ELL program.
- Monitors inventory of testing and instructional materials to support the ELL program.
- Administers state assessments for language acquisition and proficiency to ELL students.
- Participates in meetings, workshops, and training for the purpose of conveying and/or gathering information required to maintain the ELL program.
- Tracks and prepares reports 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.
- Works directly with students identified as needing ELL program support, bringing one-on-one and group instruction where appropriate.
- Adheres to all school systems, protocols and policies that are developed.

## Minimum Qualifications:

- Bachelor's degree in related field
- English Language Development Specialist or similar experience

Salary \$20-30/hr.