

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

TITLE: **Coordinator of English Acquisition**

REPORTS TO: **Director of Student Services**

JOB SUMMARY: Ensures the mandates set forth by the state and federal school laws are followed and that identified English Language Learners are provided with appropriate standards-driven classes based on sound educational and second-language acquisition theory. Manages the Center for Language Assessment Office.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Reads and abides by the Pennsylvania School laws and regulations, Federal and State laws, and regulations governing educational and civil rights of students and others, Child Protective Services Act, the policies of the Board of Education, administrative manuals, and the terms of the Collective Bargaining Agreement.
2. Communicates clearly, concisely, and effectively, both orally and in writing, with the administrative staff, professional and support staff, students, parents, and community.
3. Implements English for Speakers of Other Languages program in 21 BASD schools, addressing program goals that include the development of English language skills and meaningful participation in subject area instruction.
4. Develops and enacts Board-approved ESOL policy, amend/write professional development plan to include plans for assisting teachers to make accommodations for English Language Learners (ELLs).
5. Completes the PDE 3044 program enrollment form and program narrative, as well as complete Title III application for entitlement grant on a yearly basis and attends approximately eight meetings per year in Harrisburg, PA.
6. Acquires and monitors the assessment(s) and assessment procedures to determine English proficiency of ELLs.
7. Reviews of ALL placements of ELLs according to their level of English proficiency.
8. Performs other duties as assigned by Director of Student Services.

QUALIFICATIONS: Five (5) years experience in multiple areas of public education necessary, including elementary or secondary school instruction and Administrative/Supervision experience helpful. Masters degree in Bilingual/Bicultural Studies or Teaching English as a Second Language necessary. Formal education on learning a second language. Proper Pennsylvania administrative certification. Knowledge of K-12 curriculum, instruction, assessment, school organization and management. Finance, school district policy, and PA school law.

REQUIREMENTS: Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

PHYSICAL DEMANDS: Ability to reach above and below the waist, to use fingers to pick, feel and grasp objects. Ability to lift and/or carry supplies and/or papers weighing no more than 10 lbs. and to mostly sit with some walking and standing or moving throughout the work environment.

SENSORY ABILITIES: Visual acuity and auditory acuity.

WORK ENVIRONMENT: Typical office environment. Subject to inside environmental conditions.

TEMPERAMENT: Must possess excellent interpersonal skills, be able to work in an environment with frequent interruptions and ability to make judgments and work under high level of stress.

COGNITIVE ABILITY: Ability to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.

SPECIFIC SKILLS: Must possess leadership skills and supervisory skills. Must possess computer skills and ability to operate various office equipment.

CLASSIFICATION: Professional staff; Instructional Meet and Discuss 12 month classification. Cabinet Code – E.

EVALUATION: Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

