

## **EL Coordinator Responsibilities**

The ESL coordinator:

- I. Works with students on:
  1. Direct English language instruction
  2. Understanding classroom expectations
  3. Improving study skills
  4. Completing homework/essays/exams and quizzes
  5. Understanding extracurricular expectations, i.e., pep assemblies, homecoming, dances, how to go out for a sport, get a sports physical, pass a driver's test, get a library card, a password on the computer for school, use the internet, picture day photo ordering, etc.
  6. Encourage and provide assistance for students to apply for college, scholarships, NHS, etc.
- II. Serves as a resource for classroom teachers:
  1. What modifications, accommodations are appropriate? What can this child do/ not do? What is fair to ask of this student? How can the teacher measure progress?
  2. How can the teacher's expectations be communicated to the student, the parents?
  3. What about special events - field trips, camping trips, special person of the week, all school unit, - how can the teacher ensure that the student and his/her family understand so the student can participate?
  4. What can this student read when the rest of the class is reading book x? Provide, find, or suggest materials, locate Spanish language copies.
- III Works with Bilingual Aide:
  1. Schedules her time with students
  2. Anticipates where her help will be needed, esp. calling parents or translating notes from home to school and vice versa
  3. Schedules her services at conference time and other times as needed to translate for teachers and parents
- IV. Manages Bilingual Program
  1. Work with Bilingual Teacher to plan K-3 program
  2. Write/review/revise Bilingual Plan
  3. Meet weekly with Bilingual Teacher
- V. Assists Administrative/ Counseling staff in:
  1. Determining appropriate class placement for EL students, scheduling classes for middle and high school students.
  2. Enduring that parents and students understand the opportunities available through school and extra-curricular programs. Provides assistance as needed to maximize participation (e.g. find donor instruments for band students, field trip funding, etc.)
  3. Administering Title III-A budget. Attends all ESEA meetings.

4. Ensuring that students and parents understand immunization rules and provide information. Assists Health aides with interpretation/ communication.
  5. Ensuring that all students and parents understand the free and reduced price lunch program. Assists in obtaining/ interpreting information.
  6. Communicating information about forms to students, or information from students to admin. staff (e.g., computer use form, bus rider form)
- VI Assists parents in:
1. Interpreting notices from school, including standardized test results, grade reports, school calendar, permission slips, progress reports, etc.
  2. Understanding school requirements and requests
  3. Advocating for parents (e.g., requesting multi-age placement, waiver for those who move into Yahara boundaries, financial assistance for field trips and other school related functions, etc.)
  4. Explaining and clarifying school rules and policies
- VII Additional individual responsibilities:
1. Administer state mandated yearly English Language Proficiency testing and report results
  2. Determine which students will take the WKCE and other standardized tests. Make arrangements for students to receive appropriate modifications if taking these tests.
  3. Direct classroom teachers in the use of alternative assessment for those students not taking the WKCE
  4. Attend Parent - Teacher conferences of EL students
  5. Compile end of year reports
  6. Oversee Bilingual Plan for District
  7. Coordinate Bilingual program for K-3 students
  8. Assist LMCs in selecting books in Spanish, by compiling core book lists from teachers, and examining resources
  9. Build a lending library of Spanish language materials and interest of the students in using these materials to maintain home language. Goal: Avoid subtractive bilingualism as much as possible.
  10. Supervise translation project for district, arising from Equity Report findings
- As needed:
- VIII. Supervises student teacher:
1. Arranges for placement (which students, when, where)
  2. Provides guidance on lesson planning, materials
  3. Meets weekly after school for advice and discussion of progress
- IX Supervises independent study students:
1. Arranges for placement ( which class, which student(s), when )
  2. Provides materials and guidance for tutoring work
  3. Monitor progress
  4. Advises on culminating project for independent study credit
  5. Helps to evaluate students' presentations for credit