



2100.35: COORDINATOR OF ENGLISH LEARNER AND SUMMER PROGRAMMING

Reports to: Associate Superintendent of Educational Services

General Summary: Coordinates the District's English Learner Program and K-12 summer school.

Essential Functions:

- I. Coordinates, implements, and oversees the organization, communication of and hiring for elementary, middle, and high school summer school. Generates reports as needed. (20%)
- II. Coordinates program activities as required by NDE Rule 15 and described in Title III for English Learners and ensuring effectiveness, continuity, and relevance of the programs for students. (20%)
- III. Assists in communicating with parents regarding evaluation, programming, placement, services and rights of English Learners.(10%)
- IV. Assists in the coordination of transportation for English Learners. (3%)
- V. Conducts research related to instructional improvement and increased achievement outcomes for English Learners and students of poverty; interprets data to make program decisions; assists building data teams. (5%)
- VI. Coordinates program development consistent with the established budget; sets priorities for materials, supplies, and equipment acquisition; assures that all expenditures follow district, state, and federal compliance guidelines. (20%)

VII. Assists with the recruitment, selection, assignment and evaluation of teaching staff and related personnel to support English Learners. (5%)

VIII. Coordinates the recruitment and selection of on-call interpreters and facilitates written translation services for formal district and building documents. (7%)

IX. Facilitates the development and implementation of professional learning opportunities for English Learner teachers, classroom teachers, and other district staff in order to ensure the use of effective instructional and assessment strategies. (7%)

X. Assumes other programs and projects as assigned. (3%)

Qualifications:

1. Education Level: Master's degree from an approved institution with a major in educational administration or the accepted equivalent.

2. Certification or Licensure: Appropriate Nebraska administrative certificate.

3. Experience desired: Facilitation experience and/or administrative experience in curriculum, instruction and assessment related areas.

4. Other requirements: Skilled in the use of standard office applications of technology, able to maintain and apply approved budgets to identified programs, highly organized, ability to work harmoniously with others, task and goal oriented. Valid driver's license.

Special Requirements:

		Occasional <u>1 - 32%</u>	Frequent <u>33 - 66%</u>	Constant <u>67% +</u>
1.	Standing	x		
2.	Walking		x	
3.	Sitting		x	
4.	Lifting <u>25</u> lb max.	x		
5.	Carrying <u>50</u> feet	x		
6.	Pushing / Pulling	x		
7.	Climbing / Balancing	x		
8.	Stooping / Kneeling / Crouching / Crawling	x		
9.	Reaching / Handling	x		
10.	Speaking / Hearing			x
11.	Seeing / depth perception / color			x

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor (or superintendent).

Date of Adoption

July 12, 1999

Date of Revision

March 7, 2005

September 4, 2007

January 21, 2008

September 15, 2008

July 12, 2010

August 1, 2016

July, 8, 2024

Legal Reference

(Effective May 21, 2008: 2100.36 was deleted and included in this rule)