

JOB TITLE:	COORDINATOR of ELL & GIFTED PROGRAMS	Reports to:	Director of Curriculum & Instruction
FLSA status:	Exempt / 10 Month	Supervisor duties:	ELL/Gifted Clerk
Classification:	Certified	Approved on:	10/13/2020
Position Summary:	Provides leadership in planning, developing, coordinating and evaluating ELL/GIFTED programs curriculum and instruction for grades P-12; assists in the ongoing development and improvement of ELL/GIFTED programs in the district; assists the Director of Instruction in working with the Board, the administrative team, staff, parents, community groups, and professional organizations; and implements and maintains excellent ELL/GIFTED programs.		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Works with various stakeholders to develop long and short term goals and objectives to best meet the needs of students.
- Provides program and fiscal supervision for: English Language Learner and Gifted programs.
- Provides in-service training to ELL/Gifted staff and paraprofessionals.
- Monitor and provide all AZELLA/gifted testing in the district.
- Attend training and ADE information sessions as related to Gifted and ELL students and required reporting and compliance. Work with teachers and principals on ELL/Gifted curriculum and instruction
- Monitor ELL students with staff who are in two year ELL follow-up cycle
- Write and monitor Title III, SEI Grants, and Gifted Grants including completion reports
- Works with personnel involved in the services listed above in the development, implementation, interpretation and review of goals, policy, procedures, legislation dealing with ELL and Gifted.
- Prepares and monitors budget for above listed services.
- Prepares proposals in areas of responsibility for non-local grants (Federal, State, and Foundation) and monitors the use of funds received.
- Attends District Leadership Team meetings.
- Attends Governing Board meetings as needed and required.
- Keeps school and district administration aware of new developments and regulations in the areas of responsibility within ELL and Gifted.
- Other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of national, federal, state and District laws, rules, and regulations related to the operation and management of school districts and personnel
- Experience with Gifted Requirements and Gifted Testing
- Experience with ELL classroom design, ILLP and AZELLA Testing
- Familiar with ELL/Gifted ADE Requirements
- Familiar AZELLA Testing and Compliance requirements for ELL classrooms and ILLP's
- Knowledge of curriculum development and implementation techniques and methods
- Skill in implementing long and short term strategic plans, goals and objectives
- Skill in delegating, coaching, assigning and reviewing work performance
- Skill in oral and written communications
- Skill in monitoring multiple budget funding sources for compliance with specifications and regulations
- Skill in establishing and maintaining effective working relationships

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- Bachelor's degree, Arizona Teaching Certificate SEI and Gifted Endorsed, Master's degree preferred

- Three years successful experience in leadership role in ELL/Gifted education
- Strong experience in childhood development and appropriate practices
- Most possess a valid and current AZ driver license with state minimum required insurance
- Criminal justice/Fingerprint clearance

Computer Proficiency: Microsoft Office, Google Suite

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit extensively, stand and walk. The employee may be required to move forty (40) pounds and could occasionally lift or move up to twenty-five (25) pounds.

WORK ENVIRONMENT:

This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public. May be exposed to infectious diseases, air, water and bodily fluid borne pathogens.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.