

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## JOB DESCRIPTION

### Bilingual and ESL Program Coordinator

**Supervisor:** Assistant Superintendent for Curriculum and Instruction  
**FLSA Status:** Exempt **Employee Group:** Administrative

---

#### Qualifications:

1. Valid Illinois Teaching Certificate
2. Must possess or be eligible for Bilingual Director Certification Type 29
3. Master's Degree in Education and Administrative Certification
4. At least three years of successful teaching experience
5. Experience in Dual Language, Bilingual and ESL programming
6. Proven administrative experience and Spanish communication skills are required
7. Ability to work with all stakeholders in a respectful and dignified manner

#### Terms of Employment:

- Stipend Position

#### Duties and Responsibilities:

1. Work in collaboration with the Director of Curriculum to plan and implement the bilingual budget.
2. Collaborate with the Director of Curriculum, the Director of Student Support Services, the Assistant Superintendent for Curriculum and Instruction, and the Superintendent in implementing this programming.
3. Serve as the District contact for Bilingual and ESL programming.
4. Implement procedures to identify bilingual students at all grade levels. Include appropriate reviews of student data and testing of students.
5. Oversee bilingual curriculum according to state standards and Common Core concepts.
6. Collaborate with Building Principals to supervise Bilingual and ESL teachers in order to provide the best curriculum and learning opportunities for students to be successful.
7. Develop, arrange for, and lead staff development sessions to continually provide for the critical alterations to enhance maximum learning for our students.
8. Continually evaluate and update Bilingual and ESL programs to optimize student success.
9. Ensure teachers have the best possible program materials and resources available.
10. Consult with parents, teachers, counselors, administrators and community agencies to enhance opportunities and improve our program.
11. Plan and conduct parent meetings with staff.
12. Oversee testing logistics and analyze data regarding English Language Learners.
13. Explore appropriate certification opportunities/scholarships and grants for teachers.
14. Keep current with best practices as they relate to job assignment.

15. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.
16. Represent the Harlem Consolidated School District in a professional manner.
17. Utilize an appropriate range of instructional strategies and curriculum resources encompassing all forms of diversity while promoting equity and inclusion.