

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### District Bilingual and ESL Program Coordinator

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

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#### Qualifications:

1. Valid Professional Educator License
2. Must possess or be eligible for Bilingual Director Endorsement
3. Master's Degree in Education and Administrative Endorsement
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:

- 215 Days

#### Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

#### Duties:

1. Supervise and oversee the District Bilingual and ESL programming.
2. Work in collaboration with the Director of Curriculum to plan and implement the bilingual budget.
3. Collaborate with the Instructional Services Department Directors, Assistant Superintendent, and Principals in implementing this programming.
4. Implement procedures to identify bilingual students at all grade levels. Include appropriate reviews of student data and testing of students.
5. Oversee the continual development of bilingual curriculum according to state standards and Common Core Standards.
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. Advise administrators with evaluation of Bilingual/ESL staff.
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 general education, Bilingual and ESL staff.
12. Oversee testing logistics and analyze data regarding English Language Learners.
13. Explore appropriate certification opportunities/scholarships and grants for teachers.
14. Prepare and present information to parent groups or individuals, school board, orientation, etc.
15. Serve on District and Community Committees as appropriate.
16. Keep current with best practices and requirements as they relate to your job assignment.
17. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.