



**Job Title: Dual Language Coordinator**

**Department:** Teaching and Learning  
**Reports To:** Director of English Language Development  
**Grade:** EG-01  
**Number of Days:** 12 Months  
**Security Access:** Enrollment Center  
**Current Date:** July 1, 2017  
**Overtime Status:** Exempt

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**Mission and Vision:** Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

**Core Values:** Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

**Position Summary:** The coordinator will assist principals, teachers, and school leadership teams in the identification and development of sound instructional strategies designed to increase the educational performance of English language learners. This position is characterized by a strong desire to work with teachers, administrators, school staff, parents, and other community members to ensure that English language learners develop fluency and attain high academic achievement in English.

## **Minimum Qualifications:**

- Education:
  - Master's Degree
  
- Experience:
  - Minimum five years teaching experience, with preference to experience in an urban setting
  - Working in a cooperative environment
  - Building team relationships
  - Self-managing time, and possessing knowledge of the district mission, vision, and goals
  - Working collaboratively with teachers to recognize and respond to student needs
  - Successful teacher leadership or administrative experience
  
- License:
  - Oklahoma teacher certification
  - Required: Oklahoma ESL teaching certification

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations.

- Assist teachers and administrators in employing appropriate research-based strategies to ensure students achieve linguistically and academically in English; this may include assistance in developing and using best-practice instructional strategies, curriculum products, implementation plans, and assessment tools
- Serve as a resource to district administrators/leadership and school sites in the development of a range of services for English language learners
- Work collaboratively with teachers and school and district leaders in recognizing and responding to the multiple needs of diverse learners
- Provide on-site and in-district trainings, as appropriate, regarding language instruction education plans (LIEPs), ACCESS/WAPT, WIDA English language development Standards, language assistance services, and research-based instructional strategies
- Assist in monitoring the district's effectiveness and compliance with local, state, federal, and court ordered requirements related to Title III
- Assist with district and school-wide instructional initiatives
- Keep abreast of technical, legislative, and professional development trends affecting English language development programs and disseminate information to appropriate district personnel through ongoing professional development
- Make recommendations for English language development program adjustments
- Collaborate on curriculum development centered on district school improvement initiatives
- Work with teachers to disaggregate and analyze data to adjust instruction, enhance student learning, and inform teacher practice
- Additional focused expertise areas may be assigned to individual ELD coordinators as a specialized resource which require advanced knowledge of dual language, special education, instructional technology, early childhood, elementary, secondary, or graduation as they relate to the instruction and achievement of English language Learners
- Perform other tasks, duties, or services consistent with this position as assigned.

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Exhibit theoretical and research-based knowledge of language acquisition and child development
- Knowledge of Title III legislation
- Ability to be responsive to school personnel, parents, contracted service providers, and representatives of the community
- Ability to effectively communicate with school personnel, parents, contracted service providers, and the community
- Knowledge of a variety of technology
- Ability to research, teach, and model research-based practices used to address the needs of English language learners
- Ability to work under pressure and be flexible

**Supervisory Responsibility:**

- None

**Working Conditions:** Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Must be mobile in order to attend events and meetings outside of regular work hours.
- Normal effort of occasional periods of light physical activity.

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talent, skills and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.