

PROFESSIONAL STAFF POSITIONS

E.S.L. Coordinator

(English as a Second Language)

Appointment:

- The annual period of service shall be determined by superintendent and coordinator.
- The immediate supervisor will be determined by what administrative position the ESL Coordinator is attached to.
- The ESL Coordinator will meet certification requirements as established by the state of South Dakota.

Duties:

- The coordinator of the English as a Second Language (ESL) programs is responsible for the administration of programs and coordination of services affecting Limited English Proficient (LEP) students.
- The coordinator provides both leadership and support in instructional and pupil services areas as they affect this population.
- The coordinator supervises and evaluates operations of the ESL Orientation Center which includes evaluation of staff
 - ESL Social Worker
 - ESL Teachers
 - ESL Para-Educators
- Coordinates/oversees pre-K-12 ESL services to ensure compliance with regulations and policies of the Huron School District #2-2.
- Supervises the testing and placement process of all incoming ESL students.
- Supervises the testing program and monitors student progress.
- Supervises the implementation of a parallel curriculum throughout the district.
- Coordinates in-service training and periodic follow-up for program effectiveness.
- Ensures all 'school-to-home' communications are translated appropriately.
- Monitors student counts and placements for state and federal reporting.
- Develops and administers budgets for various ESL programs.