

# Plainview-Old Bethpage CSD

## ESL COORDINATOR

**Title** ESL COORDINATOR  
**Department(s)** ESL  
**Reports to** World Languages Chairperson

### Qualifications:

**NYS certification**

### Job summary:

**To coordinate districtwide ESL programs**

### Essential job functions:

**Serve as district liason at ELL meetings at BOCES and at State level meetings**

- Evaluate staffing needs based upon student enrollment
- Assist with preparation of CR part 154 application
- Assist with preparation of Title III grant.
- Coordinate ELL curriculum
- Conduct ELL teacher meetings four times a year
- Suggest appropriate ELL staff development for the 18-hour program.
- Develop annual budget requirements for department.
- Organize mandatory parent tea to be held each fall
- Disseminate necessary information to principals
- Organize NYSESLAT testing and scoring
- Organize teacher training for NYSESLAT testing and scoring
- Organize and conduct necessary activities with ELL teachers on Superintendent's Conference Days.

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

### **Additional information**

HR use only	
FTE	NA
Salary/Stipend	\$4,000 Stipend
Last revised	10/16/13