

TITLE: HS SIFE Coordinator

QUALIFICATIONS: New Jersey Teaching Certificate.

REPORTS TO: HS Principal and Superintendent of Schools.

TERM: 10 Month – Regular school day and reports 5 days prior to teachers reporting.

RESPONSIBILITIES INCLUDE:

1. Assists in the planning and coordinating of the HS Bilingual and ESL program and curriculum.
2. Assists in the planning of in-service training for HS Bilingual and ESL personnel.
3. Assists in the monitoring and implementation of federal, state and local regulations regarding Bilingual and ESL education.
4. Plans, coordinates, and assists guidance in the assessment and placement of HS ELL students new to the district.
5. Meets with the families of new HS ELL students to assist in the transition.
6. Supports content area teachers in sheltered instruction and best practices for classroom instruction.
7. Performs and assumes such other duties as may, from time to time, be assigned by the Superintendent of Schools.