



Administration

POSITION: English as a New Language Department Chair

LOCATION: North Central High School

CONTRACT: 195 Days

Position Function

To oversee the English as a New Language (ENL) Department and serve as an instructional leader in the development, coordination, and evaluation of the District's ENL curriculum and educational programs. The ENL Department Chair also provides leadership in creating and sustaining an equitable high school learning community for multilingual learners. In coordination with the Associate Principal and District ENL Coordinator, this position oversees all aspects of the high school ENL and Bridge programs. The ENL Department Chair collaborates with the high school administrative team to build capacity in all departments for serving English language learners.

Essential Functions

1. Collaborates with key staff members across departments to ensure English learners have equitable access to all academic classes, extra-curricular activities, school-wide events, and student support services.
2. Plans criteria for placement in ENL classes and communicates criteria to Assistant Principals and school counselors.
3. Collaborates with the Director of High School Counseling, the Director of Special Education and the Associate Principal to coordinate the annual WIDA ACCESS testing for high school students.
4. Collaborates with the World Language Department Chair to coordinate native language testing and credits toward the Certificate of Multilingual Proficiency.
5. Collaborates with the Special Education Department Chair to coordinate alignment and implementation of IEP/ILP accommodations and services for students who are dually identified.
6. Collaborate with the MTSS Coordinator to support ENL student success through TOR involvement in student support planning.
7. Supports special programs (True North, AVID, JEL and special education) teachers with cultivating conditions that support learning both English and content.
8. Coordinates regular review of ENL student data to evaluate the ENL program, plan for continuous improvement, and develop new program components and student supports as needed.

9. Collaborate with the District Multilingual Education Coordinator, DLI Coach, North Central DCs and other members of the DLI expansion and implementation teams to plan, implement and evaluate DLI programming at North Central.
10. Serve as a member of North Central's Instructional Learning Team
11. Provides professional development for grade-level support teams, including awarding credits, scheduling classes, and general support for students in the ENL program, including the unique considerations for newcomers, refugees, Students with Limited or Interrupted Formal Education (SLIFE), and Long-Term English Learners.
12. Monitors and ensures compliance of ILP completion and annual parent notifications.
13. Plans and supports implementation of Bridge activities, community service opportunities, and college/career awareness activities.
14. Supervises and creates the schedules for ENL IAs.
15. Coordinates Bridge graduation celebration.
16. Serves as EL Teacher of Record for students with dual identification (special education and EL), students in the AVID program, and students at True North Academy.
17. Coordinates ENL awards, scholarships, and recognition.
18. Provides direction and coordination to ensure comprehensive and sequential curriculum in ENL classes.
19. Coordinates, supervises, and supports the teaching of English language learners.
20. Prepares, monitors and implements ENL department plans and activities, including leading department staff meetings for informational, curriculum development and training purposes.
21. Assists in the development of ENL curriculum.
22. Assists in the observation and evaluation of classroom teaching and multilingual support services.
23. Organizes and coordinates ENL curriculum development activities, including preparation of curriculum guides, resource units, and courses of study. Assures the integration of these areas with the other curricula in the District.
24. Provides for continuing improvement of Tier 1 instruction in content area classes through professional development, cooperation with building administrators, teacher observations and classroom visits.
25. Supports the introduction and utilization of innovative teaching materials and techniques in line with best educational practices.
26. Organizes and conducts staff meetings for informational, curriculum development, and training purposes.
27. Assists in the recruitment, selection, and evaluation of staff in the ENL department and as requested.
28. Plans, compiles and manages the content area local, state and federally-funded budgets.
29. Maintains liaison with the State Department of Education, local universities and state and national professional organizations in the areas of ENL and TESOL.
30. Coordinates the selection, inventory and ordering of texts, teaching aids, software, supplies and equipment.
31. Makes recommendations regarding the placement and educational plans of students who are not meeting achievement levels or are in need of intervention.

32. Keeps current of developments in the area of multilingual learners and provides staff members with assistance and instructional material as appropriate.
33. Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings, or by conducting research.
34. Develops and conducts orientation for new ENL teaching staff.
35. Performing other duties as assigned.

Required Competencies

- Indiana Licensure in the area of English as a New Language
- Instructional leadership experience

Preferred Competencies

- Master's Degree in TESOL, Curriculum & Instruction, Administration, or related field
- Administrative experience

Knowledge, Skills and Abilities

- Knowledge of current teaching methods and educational pedagogy, as well as differentiated instruction based upon student learning styles.
- Extensive knowledge of the socio-psycholinguistic factors that influence how multilingual learners acquire English as a new language.
- Knowledge of data information systems, data analysis and the formulation of action plans.
- Knowledge of applicable federal and state laws regarding education and students, particularly students with Individualized Learning Plans.
- Ability to use computer network system and software applications as needed
- Ability to organize and coordinate work.
- Ability to communicate effectively with staff, students and parents, and to prepare oral or written communications, such as presentations, reports, memoranda, letters, grant proposals, curriculum documents, workshops and evaluations.
- Ability to engage in self-evaluation with regard to performance and professional growth.
- Ability to establish and maintain cooperative working relationships with students, staff, parents, community groups and others contacted in the course of work.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

PHYSICAL REQUIREMENTS

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| 1. Seldom = Less than 25 % | 3. Often = 51 to 75% |
| 2. Occasional = 26 to 50 % | 4. Very Frequent = 76 % & above |

Ability to stand for extended periods of time (3)
Ability to carry 25 pounds (2)
Ability to work at a desk, conference table or in meetings of various configurations (4)
Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter (4)
Ability to hear and understand speech at normal levels (4)
Ability to communicate so others will be able to clearly understand a normal conversation (4)
Ability to operate office equipment (4)
Ability to reach in all directions (4)
Amount of force to push / pull up to 15 pounds (3), 25-30 pounds (2), and 50 or more (1)
Amount to lift 25–30 pounds (2) and 50 or more pounds (1)
Climbing (1)
Overhead work (2)

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