



AMERICAN NICARAGUAN SCHOOL LANGUAGE LEARNING COORDINATOR JOB DESCRIPTION

The mission of the American Nicaraguan School is to provide an innovative and dynamic education so that our students realize their full leadership potential, achieve academic excellence, and make meaningful and ethical contributions to a global society.

Interfaces With

Teachers, Paraprofessionals, Administrators, Parents, Counselors, Students

Reports to:

Director General

Qualifications:

1. Evidence of advocacy for excellence for language learners, where all teachers and children have a profound respect for asset-based language development and a belief in our capacity to achieve rigorous bi-literacy.
2. Possess a Bachelor's or Master's degree in education, and/or a degree in a child-related field, along with proven teaching experience with language learners.
3. Very strong English language skills and a conviction to champion a supportive immersion model of language acquisition where academic bi-literacy is valued in English and Spanish. Spanish-speaking skills would be helpful in the position, but are not required.
4. Strong knowledge and experience utilizing language acquisition best practices, including the use and implementation of the WIDA Model assessment and other language assessment tools.
5. Evidence of a collaborative spirit in which decisions about teaching and guiding a child are made within a team.
6. Model joy in professional learning that expects risk, growth, and allows for messiness and even failure now and then.
7. Demonstrate an awareness of how one's behavior and emotions can be interpreted by others and affect the child's performance.
8. Exemplify professionalism in communication with others, especially in stressful situations.
9. Willingness to ask questions, learn, and expand one's knowledge and skills to better serve the children

Performance Responsibilities:

Lead the **language teachers** (ELL and SLL Primary & Secondary) by building their capacity in planning, teaching, assessing, and communicating about language learning.

- Update system paperwork and ensure program routines and protocols are implemented
- Analyze language learning data
- Help develop specialized trackers for group work and grade-level specific targets
- Work with language teachers to develop language development strategies to share with Tier 1 instructors.



Lead regular PLC meetings

- Develop a **Community of Practice** group who focuses on exploring best practices for language (and literacy development)
- Work together to support use of language acquisition best practices based off research
- Regularly update and keep current the ANS Language Learning Handbook and school's Language Learning Philosophy
- Recruit and lead COP with ELL, SLL, and select Grade Level Teachers (PLC meeting time)

Update and revise curriculum for ELL Elementary Kindergarten Language Expeditions & 1st - 5th units, scope and sequence of SLL Elementary programming, and Middle and High School classes

- Co-facilitate and coordinate with Literacy Coach and Principals on a routine and robust basis, thrice yearly **Data Walls**, (provide pre-meeting agenda points or pre-meeting expectations).
- Work with grade level teachers to develop language and literacy targets and strategies based off of the data
- Pathways, Kindergarten & First Grade Data Walls help synthesize the use of literacy and language development data
- Work with Specialized Learning leads, coaches, and teachers to help coordinate timing and priorities of overlapping services

Collaborate with the **Reading Specialist** on understanding student needs as they relate to language and development.

Collaborate with the **ANS Literacy Coach** on Early Literacy and Language benchmarks as data that informs language learning and share with grade level teachers and parents

Provide **mid-year and end-of-year data** on ELLs and SLLs to monitor program progress.

- Share with Administration, Principals, and Teachers

Advocate for next steps in **strategic growth for the ANS Language Learning Program**.

Take leadership for the definition and coordination of the **embedded language program** in Pathways-1st grade

- Help coordinate annual Family Engagement Events related to language development
- Work with classroom teachers to continue to develop embedded language development practices
- Share and develop communications about the Language Learning program-once a Trimester: in the Friday Highlights
- Establishing a system for internal documentation and external communication for the embedded services for K-1st that allows for the internal monitoring of language development benchmarks and raises awareness for parents/administrators when there is a concern regarding development.

Review the fees associated with language and inclusion services to communicate these to the Business Office by the last week of August and the last week of January annually



Facilitate the ongoing **professional learning** to socialize best practices in language learning to fortify tiered instruction

- Serve as a link to the administration to **support leadership** and **positive school culture**
- Bring issues or questions that arise within your team to the administration
- Communicate a unified message to the parents about our school priorities, goals, and Community of Practice

Performance Evaluation:

Job performance will be evaluated by the Director General.

Please know that these qualifications and expectations are meant to be descriptive of the position and do not include every detail of the position. However, it is imperative that the Language Learning Coordinator understands that our goal is to build a program of excellence.