



Limestone Charter Association

JOB TITLE

Multilingual Learning/Title III Coordinator

Job Description:

The Multilingual Learning (ML) Coordinator is responsible for overseeing all aspects of the Multilingual programs to ensure students have access to high-quality learning opportunities. This role involves securing funding, developing, implementing, and monitoring processes for compliance, quality, and fiscal accountability. Additionally, the Coordinator provides leadership, guidance, and support to school site leaders regarding Multilingual programs, services, and relevant state and federal legislation.

Responsibilities:

- Assist in developing District goals and evaluating all areas specific to the Multilingual Learner (MLL) program.
- Develop, manage, and coordinate policies, procedures, and implementation practices for Multilingual programs.
- Provide leadership, coaching, and direction for site leaders working with English learners to ensure each student achieves their personal best.
- Design and deliver professional learning systems for leaders and staff to effectively implement English learner programs and services, enhancing learning and teaching in classrooms.
- Visit sites to provide support and guidance for effective English learner program implementation.
- Advise and consult with personnel, site staff, and advisory groups on program development and budgeting, communicating funding options and limitations.
- Serve as a liaison at the state and federal levels, preparing narrative and statistical reports, attending meetings, and conducting correspondence.
- Ensure compliance with laws and regulations, develop strategic long and short-term programs to enhance Multilingual learner programs, and establish annual program goals and benchmarks.
- Communicate and collaborate with administrators, District personnel, and parent/community groups to coordinate activities, resolve issues, and ensure clear communication of program activities to staff.

Qualifications:

- SC Certification, preferably ESL certification.
- Five (5) years of experience managing and leading Literacy, Reading, English Language Development, or related programs in a K-12 setting.
- One year of this experience must include supervising or coaching professional education staff.
- Strong understanding of Multilingual education principles, practices, and regulations.
- Excellent leadership, communication, and interpersonal skills.
- Ability to effectively manage multiple priorities and work collaboratively with diverse stakeholders.
- Commitment to equity and ensuring all students have access to high-quality education.

If you are passionate about Multilingual education and have the necessary qualifications and experience, we invite you to apply for the Multilingual Learning Coordinator position. Join us in our mission to support the success of English learners and promote equity and excellence in education.