Position Description
Job Title: Middle School Assistant ELL Coordinator
Reports To: School Director
Status: Full-Time, Exempt
Supervises: None

Position Summary:

The Assistant ELL Coordinator supports the development, implementation, and oversight of the English Language Learner (ELL) program for middle school students. This role works closely with the ELL Coordinator, teachers, and support staff to ensure that multilingual learners receive appropriate instruction, support, and services aligned with state and federal guidelines.

Hennepin Schools Mission:

- Provide a safe, nurturing and cooperative learning environment where children discover their personal and academic strengths
- Cultivate a sense of respect and responsibility
- Create a sense of social awareness and a social bridge to the broader community
- Provide a curriculum that leads each child to educational success and closes the opportunity gaps
- Instill self-esteem, confidence and a positive attitude in every child

Daily Duties and Responsibilities:

- Assist in identifying and assessing students for ELL services using appropriate tools (e.g., WIDA Screener, ACCESS testing).
- Support the creation and implementation of Individualized Learning Plans (ILPs) for ELL students.
- Collaborate with teachers to adapt curriculum, instruction, and assessments for multilingual learners.
- Provide small group or push-in/pull-out instruction to ELL students as needed.
- Maintain accurate documentation of student progress, services, and communications.
- Help coordinate parent communication and support for ELL families, including interpretation/translation when applicable.

- Assist with compliance and reporting related to Title III, EL program requirements, and language proficiency testing.
- Participate in professional development to remain current on best practices in ELL instruction and compliance.
- Support the ELL Coordinator in organizing team meetings, training, and school-wide initiatives related to multilingual learners.

Knowledge, Skills and Abilities:

- Internalized understanding of the school's mission to develop Caring Community Builders, Confident Learners, and Cross-Cultural Navigators for self and others.
- Current licensure in the area of assignment.
- Strong relationship building and behavior management skills.
- Strong literacy content knowledge
- Strong ability to collaborate in a fast paced environment and work across lines of difference.
- Excellent oral, written and spoken communication skills.
- Ability to interact well with internal staff, students and parents.
- Detail oriented, flexible and able to multitask.
- Professional demeanor and appearance with a positive attitude and a sense of humor.
- Excellent planning and organizational skills.
- Self-motivated, proactive and resourceful in the completion of work assignments.
- Sense of accountability and ownership for work results.
- Knowledge of the following computer applications: Google suite, Microsoft Office Suite (Word, Excel, Outlook)
- Ability to qualify upon completion of criminal background and MN disciplinary incidence research.

Qualifications:

- Master degree in education, TESOL, or a related field (required).
- Teaching license with ESL or ELL endorsement (preferred or required, depending on your state).
- Experience working with English learners, especially at the middle school level (preferred).
- Strong interpersonal and organizational skills.
- Ability to collaborate effectively with diverse teams and families.
- Bilingual or multilingual abilities are a plus.

This position description is not intended to describe, in detail, the multitude of tasks that may be assigned, but rather to give the employee a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change, so too, may the essential functions of this position.