



## COORDINATOR of ENGLISH LANGUAGE (EL) SERVICES JOB DESCRIPTION

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<b>Title:</b>	Coordinator of EL Services	<b>Reports to:</b>	Executive Director
<b>Start Date:</b>	1 July 2018	<b>Duration:</b>	12 months

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### ➤ ABOUT US

Paragon Academy is a new TK/Kinder – 8<sup>th</sup> grade charter school in Compton, CA. We open in August 2018 with TK/Kinder and 1<sup>st</sup> grade, growing one year until we are at capacity with 8<sup>th</sup> grade in 2025-26.

We balance structure and zest in an intentional culture designed to ensure all children are college and career ready from day one. We hold high expectations for ourselves as a staff and leadership team, as well as for our scholars. One of our core tenets is 'College starts in Kindergarten,' and we have an unequivocal belief that all students regardless of race, ethnicity, zip code, or socio-economic status deserve an excellent education. We also 'Lead with Urgency,' another core tenet. Time is a non-renewable resource. Our scholars have but a single year in each grade. They cannot afford for us to take our time or for change to come at an incremental pace. We seek instructional leaders and staff that believe the same.

### Our Mission

Within a structured, ambitious, and supportive community, driven by academic excellence for all children, Paragon Academy of Compton educates students for academic success, college readiness, and a life of opportunity.

### ➤ ABOUT the ROLE

The Coordinator of English Learners is responsible for overseeing the testing and re-testing process of our program for students who have been or may be identified as English Language Learners. The Coordinator is also responsible for overseeing the creation of, and execution of, modifications for ELs. This person will have an instructional support role, supporting EL students' instructionally and coordinating EL instruction during the school's Essentials of Excellence (E<sup>2</sup>) block. The Coordinator will also coordinate, manage, and facilitate ELAC meetings and an English Learner sub-Committee.

Like all Paragon Academy teachers, the Coordinator of EL Services is accountable for the creation of strong, intentional instructional plans, embodying our core tenant 'It Takes a Village' by building strong, positive relationships with scholars and families, using data to drive instruction and individualized support, and actively engage in collaboration with colleagues and professional development to improve their practices and skills.

### Essential Functions

- Coordinate, manage, and facilitate ELAC meetings and an English Learner sub-Committee
- Create ELD-standards aligned lessons (both in an integrated and designated setting) for EL designated students
- Create and execute engaging lessons that supports all students in making progress towards complete academic language acquisition
- Collaborate with Coordinator of Student Services and general education teachers in coordinating schedules, modifications, and accommodations for all ELs
- Prepares a variety of reports and written materials (e.g. District ELD plan, benchmark objectives, supply orders, equipment, inventory, etc.) for the purpose of documenting and reporting activities and ensuring compliance with established guidelines
- Assist Coordinator of Student Services in facilitating professional development related to supports for EL students
- Facilitate and support, with the Executive Director, administration of the ELPAC and all ongoing assessments for EL students



- Complete other tasks as directed by Executive Director and/or leadership team members

### Competencies

- Knowledge of the comprehensive ELD Program, which includes knowledge of California's ELA/ELD Standards, ELA/ELD framework, Designated ELD, Integrated ELD, and experience working with an EL Master Plan and Reclassification.
- Commitment to growing and maintaining knowledge of best practices to support language acquisition for EL and RFEP students
- Ability to coordinate the execution of evaluations and creation of EL plans for students in need of such
- Strong coordination and collaboration skills to organize and schedule the special services of all qualified students
- Deep knowledge of elementary-aged socio-emotional development as well as responsive, age-appropriate development strategies
- Demonstrate emotional constancy, system and procedural consistency, and intentional calmness and positivity
- Entrepreneurial spirit that thrives in a start-up environment
- Highly-organized and efficient; able to coordinate multiple moving parts, and multiple tasks daily
- Commitment to results-driven approach, with strong ability to analyze data and use it to inform decision-making.
- Excellent communication skills with diverse constituents (teachers, families, students); clear writer, facilitator, and public speaker
- Has demonstrated ability to manage cross-functional teams
- Consistently model Paragon Academy's core values (We are Audacious, Brilliant, Curious, Determined. We have Zest, Integrity, Purpose.)
- Culture fit: Fiercely positive, Hard-working, Intelligent, Team oriented, Organized, Sense of humor, Belief in the power of education, Humble, Self-directed, Goal-oriented, Enthusiastic, Reflective and responsive to feedback

### Qualifications

- Bachelor's degree required, Master's degree preferred.
- Minimum of two years of teaching experience in an urban public school or charter school setting is required; Three to five years is preferred.
- English Learner Authorization and CLAD Certificate required.
- Bilingual (English and Spanish) is required.
- Experience teaching/working with identified English Learners required with a track record of achieving high levels of growth
- At least one year in coordinating/oversight role preferred.
- Knowledge of state and federal EL laws to ensure the compliance of the school with regulatory requirements.
- Demonstrated ability to work well in a team, especially with families and community members.
- TB clearance.
- Background check clearance.
- Belief in and alignment with Paragon Academy's mission, core tenets and educational philosophy is required.

### ➤ SALARY and BENEFITS

Paragon Academy offers a competitive salary, comprehensive health benefits, and retirement benefits.

### ➤ APPLICATION

To apply, click [here](#) and send your resume to Sandra Kinne, Founder and Executive Director by email at [sandrakinne@paragonacademyofcomptong.org](mailto:sandrakinne@paragonacademyofcomptong.org) with the subject line of the position for which you are applying.



➤ **COMMITMENT to DIVERSITY**

Paragon Academy actively seeks to build a diverse, experienced team of educators. As an equal opportunity employer, Paragon Academy shall not discriminate against applicants or employees on the basis of race, religion, creed, color, national origin, age, sex, gender, gender expression, sexual orientation, marital status, veteran status, disability, or any other category protected by California or federal law.