

**TITLE:        COORDINATOR OF BILINGUAL AND ESL PROGRAMS**

**QUALIFICATIONS:**        New Jersey Teaching Certificate.

**REPORTS TO:**                Superintendent of Schools and Principals.

**TERM:**                        10 Month – Hours: 8:00 A.M. – 3:00 P.M.  
Additional 5 days before and after teachers leave and  
return.

**TEACHING RESPONSIBILITIES:**

Classes are assigned dependent upon master schedule requirements.

**RESPONSIBILITIES INCLUDE:**

1.        Plans, develops, coordinates and monitors Bilingual and ESL program and curriculum.
2.        Participates in the recruitment and selection of Bilingual and ESL personnel.
3.        Plans and coordinates programs of in-service training for Bilingual and ESL personnel.
4.        Monitors and implements federal, state and local regulations regarding Bilingual and ESL education.
5.        Prepares applications and reports related to federal and state funded bilingual/bicultural and English as a Second Language Programs and assists in the preparation of related budgets and fiscal reports.
6.        Performs and assumes such other duties as may, from time to time, be assigned by the Superintendent of Schools.