



**West Linn - Wilsonville School District**  
Department of Human Resources

**Dual Language and English Language Development**  
**Coordinator**  
**Position Description**

West Linn-Wilsonville is searching for a TOSA (Teacher on Special Assignment) for Dual Language and English Language Development for our preK-12 School District of approximately 9,500 students. The district is located just south of the Portland metropolitan area in the beautiful rolling hills of Clackamas County, Oregon. We pose a question to ourselves that helps us think about our mission and our goals: *"How do we create learning communities for the greatest thinkers and most thoughtful people...for the world?"*

**Overview of the Position**

Under the direct supervision of the Assistant Superintendent for Teaching and Learning, the Coordinator for Dual Language and English Language Development shall provide leadership in the areas of supporting administrators, Instructional Coordinators, and students in continually improving language acquisition instructional practices. The coordinator assists in leading the district's English Language Learning Program by providing professional learning for administrators and teachers, ensuring that regulations are met, modeling instruction and working directly with students, and making sure that emerging bilingual and dual languages are strongly supported in their academic growth and language acquisition development.

**Leadership Qualities:**

- Committed to the pursuit of excellence and equity; demonstrates the ability to listen with intent, speak honestly, and lead with purpose; provide innovation and leadership toward the district reaching extraordinary results;
- Possesses strong interpersonal skills, personal and professional integrity, strong ethical and moral standards, and a growth mindset
- Demonstrates instructional leadership, excellent organizational skills, extensive understanding of curriculum, instruction, assessment, professional growth and is able to lead processes for school and staff improvement and development related to position criteria
- Committed to equity, eliminating opportunity and achievement gaps and able to maintain compliance with Board policies and State and Federal statutes.

**Responsibilities Include:**

1. Assisting the Assistant Superintendent of Teaching and Learning in the planning and facilitation of professional development for classroom teachers and ELD teachers, including adoption and implementation of EL curriculum and resources.
2. Assisting the Assistant Superintendent of Teaching and Learning in facilitating, implementing evaluating, and continually improving the district EL plan and Program.
3. Leading the ELD team, including facilitating monthly team meetings and coordinating the EL program.
4. Defining, supporting and modeling Sheltered Instruction, co-teaching and collaboration, and push-in and very minimal pull-out support program for English learners.

5. Assisting and consulting with school administrators in implementing the EL plan, communicating with parents of English learners and coaching classroom teachers with Sheltered Instruction strategies.
6. Supporting staff with appropriate skill development for effective translation and interpretation services.
7. Coordinating the administration of annual English learner assessments
8. Assisting school administrators in providing instruction and support to meet the needs of English learners.
9. Assisting administrators and dual language teachers in developing students' language acquisition, literacy, and academic competence.
10. Modeling language acquisition strategies and supporting dual language teachers in implementing them.
11. Coaching dual language teachers in planning, teaching and assessing the effectiveness of reading, writing, and math instruction in Spanish and English.

**Qualifications:**

- ESOL Endorsement;
- Bilingual in English and Spanish preferred;
- Experience teaching and leading Sheltered Instruction strategies;
- Experience with dual language programs and instruction;
- Oregon Teaching License;
- Masters Degree preferred.
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**Physical Demands and Other Requirements of Position:**

- While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, reach, manipulate objects and use voice. The position requires mobility. Manual dexterity and coordination are required for at least 50% of the work period.
- The District complies with the American with Disabilities Act by providing reasonable accommodations, as necessary to allow disabled applicants and employees to perform the essential functions of this job.

**Evaluation and Supervisory Responsibilities:**

- Performance will be evaluated in accordance with applicable District Policy and Regulations concerning personnel evaluation.

**Contract:** 191 days per year, with possibility of summer work as negotiated.

**ACKNOWLEDGEMENT:**

This job description is intended to provide an overview of the requirements of this position. As such, it is not necessarily all-inclusive and the job may require other essential and/or non-essential functions, tasks, duties or responsibilities not listed herein. The district reserves the right to modify this description at any time.

For more information, please contact:

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