

MSDE Recommended EL Family Coordinator Position Description

Main Purpose of the Job: A brief description of the main purpose of this position.

The purpose of this position is to assist in the design and implementation of systemwide plans to improve the achievement of English learners (ELs) and provide information and training to families and school communities and personnel. The EL Family Coordinator works collaboratively with schools, parents/family members and community partners to develop and implement effective EL family engagement and communication strategies at the school and district levels to enhance and expand services beyond the classroom.

Essential Job Functions and Other Assigned Duties – The fundamental job duties of the position

- Provides leadership and support to schools and LEAs in the implementation of evidenced-based high impact practices that promote EL family engagement and student achievement.
- Collaborates with other internal offices to identify ELs who may be gifted and talented, at risk, or have special needs by coordinating the provision of services outside of the classroom.
- Assists EL families in working with community partners that provide services and support to the school and families.
- Builds a network of educators, school support staff, and community members who support and advocate for the EL student community and serves as liaison between the LEA, EL families, and community partners.
- Advocates for multilingual families by communicating the needs and concerns of EL families to the school/school system and trains other EL employees to be champions for their unique needs.
- Coordinates the delivery of and/or conducts EL parent workshops/meetings as needed in collaboration with school staff, counselors, and or representatives from community organizations.
- Promotes positive relationships with families and community partners to remove barriers to student enrollment and achievement by ensuring equitable access to programs and services, including EL services.
- Facilitates translation services for communication between school personnel, families and community partners through trained translators and interpreters.
- Delivers/coordinates professional training related to cultural competency for school personnel.
- Develops a vision of EL family support and shares with LEAs and all who they collaborate with to ensure consistent understanding and implementation of support.
- Establishes contact with appropriate statewide and local EL support groups to build community, increase awareness of Blueprint and education efforts and engage more EL families in the state education transformation conversation.
- Monitors the implementation of the recommendations of the EL Workgroup
- Performs other family support/engagement duties as assigned.
- Ensures services are delivered in the community that are requested and identifies any cost entailed

Required Qualifications - Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Proficient oral and literacy skills in at least one language other than English that aligns with the home languages spoken by English learners and their families in the local education agency
- Bachelor's degree and/or 3 years' experience working with multilingual parent engagement and community involvement
- Demonstration of outstanding communication skills in first and any additional languages
- Working knowledge of Microsoft Office suite programs, technology, and data presentation programs
- Strong project management skills with the ability to handle multiple assignments and the ability to meet deadlines
- Experience with educational systems; second language acquisition and bilingual literacy
- Experience with linguistically diverse populations
- Excellent cross-cultural communication and interpersonal skills with individuals of all ages as exhibited through perspective, adaptations and self-awareness
- Experience developing, delivering, and facilitating professional learning

Preferred Qualifications - Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Coursework in education, counseling, or communications desirable.
- Knowledge of general laws as well as registration laws, policies, procedures related to ELs
- Knowledge of the MSDE EL databases, sites, and programs in order to retrieve and utilize EL data
- Native speaker of second language preferred
- Consideration and knowledge of cultural norms and preferences
- Bicultural life experience