

# Coordinator IV, Dual Language Immersion Programs

## Position Details

Job Code: U7403

Reference Code: A976

Division/Unit: Curriculum and Instruction

Classification: Licensed Administrator

Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position functions to provide leadership and instructional design for the dual language immersion program and/or dissemination of instructional materials and supports, development and implementation of professional learning programs; and coordination of related events and activities for students, teachers, administrators, parents/guardians, and community members. This position will function as an instructional leader while implementing programs and practices that support the Clark County School District Board of Trustees' identified strategic imperatives for student achievement (academic achievement, engagement, school support, and clarity and focus) as well as the District's Focus Areas and Goals (proficiency, academic growth, achievement gaps, college and career readiness, value/return on investment, disproportionality, and family/community engagement and customer service). This position is directly responsible to the Director, Multilingual Education Department, Curriculum and Instruction Division (CID), Academic Unit (AU).

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Assists teachers, principals, program directors, and region leadership in English language development and dual language immersion implementation.
2. Ensures districtwide alignment of dual language programs.
3. Plans, prepares, and conducts dual language immersion professional learning activities for teachers, parents, administrators and other audiences, as required.
4. Demonstrates knowledge regarding dual language immersion educational issues, mandates, and trends that affect student achievement, teacher effectiveness, and school management.
5. Facilitates the selection and supervision of teacher task forces for dual language immersion programs for the curriculum development and revision process, for textbook and instructional materials selection, and for various other curriculum-related projects.
6. Develops grade-level expectations for achievement in target languages.
7. Collaborates with teachers in the development of curricula and assessments aligned with content and language standards in English and target languages.
8. Coordinates the inventory, ordering, and maintenance of Tier I instructional materials.
9. Develops and implements a District Dual Language Immersion Program in identified schools.
10. Provides feedback on unit plans, lesson plans, and formative assessments that align with the Nevada Academic Content Standards (NVACS) and target language standards.
11. Plans and develops a new/revised curriculum for dual language immersion programs.
12. Plans, organizes, and coordinates District programs for curriculum and instruction related to dual language immersion.
13. Develops and updates curriculum documents for the Curriculum Commission including site-specific course development and provides input and monitoring of dual language immersion content.
14. Gathers, evaluates, and disseminates research-based practices in standards, curriculum, instruction, and assessment to teachers, administrators, parents, and community members.
15. Leads, organizes, recruits, selects teacher task forces, and works with these task forces to create new and/or revised dual language immersion curriculum and curricular resources.
16. Gathers, analyzes and evaluates the effectiveness of dual language immersion curriculum and professional learning.
17. Organizes and conducts dual language immersion professional learning for teachers, parents/guardians, and administrators.

18. Leads and facilitates professional learning for teachers and administrators focused on dual language instruction and biliteracy.
19. Provides professional learning opportunities to meet the needs of teachers within the Professional Growth System (PGS) and administrators outside of the contracted work hours on a regular basis including weekends and evenings.
20. Participates in site visits to schools to review instructional programs.
21. Develops resources for parents/guardians and students including videos and documents aligned to the NVACS for the target language.
22. Collects, analyzes, and reviews data in order to revise, improve, and plan for future opportunities for professional learning for teachers.
23. Promotes the use of emerging technologies to enhance teacher content knowledge and pedagogy for a diverse student population.
24. Serves as a liaison to community groups and public agencies, representing the District in matters related to dual language immersion programs at the local, state, and national levels.
25. Collaborates with the development of teaching materials and the planning and implementation of dual language immersion programs by community partners and other public agencies.
26. Assists schools with program design and implementation practices to positively impact dual language immersion instruction.
27. Trains and supports administrators, teachers, and other school staff to align dual language immersion instruction to NVACS for the target language and the Nevada Educator Performance Framework (NEPF).
28. Coordinates sharing among teachers of best practices in dual language immersion Tier I instruction, within and across schools.
29. Works effectively with administrators and classroom teachers at schools to assist in effective dual language immersion instruction.
30. Collaborates with leadership teams, District departments, and local and national agencies to support region/school dual language immersion initiatives.
31. Provides direction and assistance with intervention and acceleration of the target language within and across schools.
32. Conducts site observations of new teachers and teachers to support continuous improvement in collaboration with the site administration to develop a plan for personalized professional learning.
33. Provides teachers with assistance in instructional methodology and appropriate materials for dual language immersion programs.
34. Provides direction and assistance in the development of Tier I instructional materials for dual language immersion programs.
35. Assists in facilitating dual language immersion appropriate student placements, when necessary.

36. Assists in administering and scoring language proficiency assessments.
  37. Seeks grant opportunities to support dual language immersion education and administer, and implement existing grants and their related budgets. Assist with data collection and grant writing/monitoring.
  38. Provides leadership in the development, implementation, and oversight of dual language immersion programs and grants in alignment with District goals.
  39. Articulates effective dual language immersion curriculum, programs, and research to teachers, administrators, parents/guardians, and community members.
  40. Provides direct support and expertise to administrators, teachers, and other stakeholders, including parents/guardians regarding dual language immersion grades, curriculum, programs, and professional learning opportunities.
  41. Leads, organizes, and coordinates the instructional materials adoption process for dual language immersion in collaboration with the Purchasing Department.
  42. Works effectively with administrators and classroom teachers at schools to assist in effective dual language immersion instruction.
  43. Supervises and evaluates the performance of assigned staff.
  44. Supervises preparation of curriculum documents and instructional materials, as assigned.
  45. Collaborates with dual language immersion administrators to ensure program alignment.
  46. Participates in performance management program evaluation and data analysis related to dual language immersion programs and projects.
  47. Interprets District policy and procedures related to dual language immersion programs for parents, teachers, administrators, and other interested groups.
  48. Assists with managing dual language immersion-related grants.
  49. Monitors and plans expenditures within the assigned budget.
  50. Manages multiple projects and responsibilities simultaneously and prioritizes accordingly.
  51. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Effective verbal and written communication skills.
  2. Effective skills in planning, organizing, and coordinating activities.
  3. Effective collaborative and interpersonal skills.
  4. Effective planning and delivering of staff development utilizing extensive technology skills.
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# Position Requirements

## Education and Training

An earned Master's degree from an accredited college or university.

## Licenses and Certifications

1. Hold, or be able to acquire, by the time of appointment to the position, a Nevada administrative endorsement, as appropriate.
2. Certification in bilingual education or possession of English Language Acquisition and Development (ELAD) endorsement or World Language endorsement.

## Experience

1. Have previously demonstrated at least five (5) years of successful teaching experience in an accredited K-12 public or private school; and, be able to acquire, by the time of appointment to the position, a Nevada school administrative endorsement; or, have previously demonstrated at least three (3) years of successful teaching experience in an accredited K-12 public or private school; and, currently hold a valid Nevada school administrative endorsement.
2. Effective experience in team leadership, demonstrating diplomacy, judgment, problem solving, and accountability.

## Preferred Qualifications

1. English as a second language (ESL)/bilingual teaching experience, preferably Spanish.
2. Hold a Nevada ELAD and/or bilingual endorsement and/or a World Language endorsement.
3. Thorough knowledge of the District's English language acquisition program.
4. Proficient in two or more languages (fluent-biliterate/multiliterate).

**When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

## AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or

military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

### **Job Revision Information**

- Revised: 02/02/23
- Created: 12/15/22