



**ST. MARGARET'S
SCHOOL**

English Language Learner Coordinator and Advisor

Posting # 1819074

Internal / External Posting

Today's Date March 8, 2019 | Closing Date March 22, 2019 | Effective Dates TBD (August)

Summary

St. Margaret's School is seeking an innovative, dynamic English Language Learner (ELL) Coordinator and Advisor, who is passionate about teaching and learning and keen to work in a collaborative, team environment. Reporting to the Director of Curriculum and Instruction, the English Language Learner (ELL) Coordinator and Advisor focuses on the program delivery from JK-12, ensuring that students whose first language is not English, are adequately and seamlessly supported in the various levels: Foundation Years, Middle Years, and Senior Years, at St. Margaret's School, and providing academic advising for the Senior Years English Language Learners. The successful candidate will be an integral member of the Student Services Team at St. Margaret's School.

FTE

1.00

- *Included in FTE is bi-weekly Teacher Collaboration, Assembly and up to a max of 4.5 hours per week of Prep Time (for full-time FTEs, pro-rated for part-time FTEs)*
- *Additional Extra-Curricular work will be paid as a stipend for new hires*

Salary

Commensurate with placement on the SMS Tutorial Salary Grid

This is a bargaining unit position in the Professional Employees Association.

Duties and Responsibilities

Academic Program Components

- Work within the BC Provincial English Language Learning (ELL) Standards to coordinate the planning and delivery of instruction and services for English Language Learners
- Advocate for and involve students and parents as a resource in the development, implementation, and review of Annual Education Plans (AEPs)
- Maintain digital and written records for student profiles, including ongoing student portfolios
- Develop a clear system of instructional interventions to share with colleagues should students plateau in language acquisition
- Collaborate with subject-specific teachers to develop curricular competencies, instructional strategies, or interventions for English Language Learners
- Instruct English Language Arts for English Language Learners in small- and large-group settings
- Coach teachers in the area of sheltered instruction and best practices
- Deliver professional development to teaching staff as needed
- Collaborate in weekly Student Services meeting, Residence Meetings and bi-weekly Instructional Leader meetings.
- Research and identify bilingual psychologists as external resources should learning and/or social/emotional needs arise that cannot be addressed by the Student Services team.
- Establish parental notification and communication protocols
- Perform other duties as assigned or required by the Director of Curriculum and Instruction
- Assist English Language Learners with the course selection process
- Provide academic guidance to English Language Learners in Grades 9 to 12
- Liaise with the Leadership Team, Student Services Team, Admissions Team, Teachers, Residence House Staff, and Parents on matters of academic concern on behalf of the English Language Learners

ELL New Student Orientation

- Prepare and coordinate the instructional components of the New Student Orientation program
- Select and train the student leaders/interpreters
- Meet with the Activities Coordinator to plan the Academic Program in conjunction with the Activities Program
- Create a program overview and provide to the Senior Years Principal for inclusion in the Student Handbook
- Assist in the selection of faculty for ELL academic programs
- Liaise with Director of Residence to plan, schedule and implement the New Student Orientation
- Meet with Orientation Program teachers to organize the Academic Program for Orientation; arrange student assessments and interview schedules
- Monitor enrollment and adjust plans accordingly, e.g. connections to residences, staffing, furniture/classrooms, buses, activities, etc.
- Provide and distribute detailed instructional schedule for Orientation
- Chair placement meeting with English Language teachers to make decisions based on assessment results and teacher recommendations
- Inform Orientation students and parents of assessment results and placement decisions
- Communicate and liaise with parents in conjunction with the Senior Years Principal

Placement Assessments

- Assist Admissions in finding current and applicable English Language placement assessments
- Administer entry assessments for JK to Grade 12 ELL students
- Organize and administer assessments of English Language Learners in Transition and Bridge Programs throughout the year
- Chair placement meetings with English Language Learner teachers to make decisions based on assessment results and teacher recommendations
- Inform students and parents, of assessment results and placement decisions

Requirements and Qualifications include

- Valid certification by the BC College of Teachers
- Bachelor Degree in Education with ELL specialization, Master's Degree in a relevant educational field preferred
- International, multi-cultural exposure, and experience working with English Language Learners
- Ability to speak a second language is an asset
- Willingness to work some evenings and weekends
- Excellent interpersonal, public relations and teamwork skills
- Excellent oral and written skills
- Excellent organizational and time management skills
- Maintains confidentiality and integrity with staff, parents, students and other community members

Work Conditions

- Hours of work vary especially during peak academic periods
- Ability to attend and conduct presentations as well as represent the school at various functions
- High stress, fast-paced environment
- Flexibility and high tolerance for ambiguity is required

Interested candidates are invited to submit an application package, which includes a covering letter, curriculum vitae and professional references (in Word or PDF format), quoting the **Posting #1819074**, to:

Human Resources
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