

Job Title: Dual Immersion & World Languages Coordinator
Department: Elementary Education
Reports To: Assistant Superintendent, Elementary Education
FLSA Status: Exempt
Salary Schedule: AA lane 01



SUMMARY

The Dual Immersion & World Languages Coordinator coordinates the development, enhancement, implementation, and articulation of the WCSD Dual Immersion Program, as it relates to curriculum and instruction as defined by Utah State Board of Education (USBE) and WCSD standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Oversees the Dual Immersion Program and coordinates Dual Immersion Teacher training and professional development.

Maintains budgets and compiles reports that meet district, state and federal guidelines.

Conducts annual lottery selection of DI student participants for each participating school.

Conducts staff development meetings for DI programs.

Conducts site visits with learning coaches, teachers, and administrators (coaching/collaborative assessment, learning walks, assisting with training of teaching for new teachers).

Coordinates and facilitates professional development including formal and informal training and DI endorsement classes.

Evaluates and refines programs collaboratively based on formative and summative assessment data. Provides data results to administrative teams.

Conducts in-depth specific training, based on district needs, as a part of a comprehensive district-wide DI staff development plan.

Participates in the Utah State Board of Education DI meetings.

Participates in monthly district-level principals' meetings, and other meetings as assigned.

Collaborates with the Dual Immersion Program Secretary and the HR Assistant Director regarding the recruitment of Dual Immersion educators.

Provides direction and information on ordering instructional materials for schools.

Assists and trains in the development of school site-based and district level Professional

Learning Communities (PLCs) as it relates to DI.

Maintains positive public relations in the schools and community regarding DI programming and provides information and encourages two-way communication with and involvement of parents.

Maintains DLI webpages on WCSD site and DI press releases.

Conducts multiple informational parent meetings per school per year on target language acquisition, proficiency, and program involvement.

Assists and provides leadership for district-level master planning, design, implementation, evaluation, and integration of DI.

Oversees the world language program and coordinates world languages teacher training and professional development.

SUPERVISORY RESPONSIBILITIES

This job has indirect supervisory responsibility over the dual immersion teachers and others as assigned by Elementary Education Assistant Superintendent.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies, administrators, students, or members of the community. Ability to write policies and procedures for publication that conform to prescribed style and format. Strong written and oral communication skills. Strong presentation and interpersonal skills.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Master's Degree preferred or Bachelor's Degree and two to four years related experience and/or training. Experience as a successful presenter and familiarity with the Utah dual immersion model required.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have an active Utah Professional level Educator License.

Must have and maintain an active Utah Driver’s License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk or hear, use fingers and hands to handle, and reach with hands and arms. The employee is frequently required to stand, walk, or sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Prepared By: HR Position Management Specialist		Date: 02/05/2016
Approved By: Executive Director, Human Resources		Date: 02/05/2016
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Assistant Director, Human Resources
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Assistant Superintendent, Elementary Ed
		Date: 03/01/2021
		Date: 05/16/2022

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	