



## Multilingual Learner Coordinator

**Reports to:**

*Chief Academic Officer or Designee*

**FLSA Status:**

*Exempt*

**Who We Are**

Navigator Schools is a network of public charter schools that operates four high-performing schools, three K-8 schools in the Northern Central Coast area, and a K-6 in Hayward. Navigator exists because a group of concerned educators and parents no longer wanted to wait for someone else to figure out how to improve the quality of public school education. They were determined to demonstrate that ethnicity, early English fluency, and socioeconomic status outside the classroom may challenge but should not predetermine a student's academic success. With that determination, our first site was founded.

After studying best practices from schools throughout the United States, we created a rigorous K-8 full inclusion model that anticipates and meets the needs of all students. Our students enjoy research-based, personalized learning supported by a strong instructional staff. Our staff is supported by extensive professional development and regular coaching at every level of the organization which leads to phenomenal results for all students.

Navigator Schools is committed to closing the achievement gap through highly effective, student-focused teaching methods and boasts some of the top test scores in California. Navigator operates a growing network of schools, with campuses currently in Gilroy, Hollister, and Watsonville, and has also positively influenced public school districts and charter school organizations throughout California by establishing partnerships and implementing professional development modules for school staff and leaders outside of the Navigator organization. Our students outperform students in similar schools by two to three times.

**Our Mission**

Navigator Schools equips students to become learners and leaders in high school, college, and beyond. We develop top-tier teams of educators who continuously improve and innovate schools that deliver phenomenal outcomes for all students, regardless of their circumstances.

## **Role Summary**

The Multilingual Learner (MLL) Coordinator is a critical member of the Navigator Schools Support Office leadership team charged with coordinating training and implementation of the Navigator MLL program and ensuring that all Multilingual Learners succeed. Reporting to the Chief Academic Officer (CAO), this position works in collaboration with the CAO, Director of Schools, Curriculum Coordinator, Site Leaders, and the entire academic team. The MLL Coordinator plays an essential role in implementing Navigator's mission of ensuring phenomenal outcomes for all students, regardless of circumstances. Through their curricular expertise and leadership development work with a special focus on serving Navigator's Multilingual Learners, the MLL Coordinator will be the primary lead on building and implementing a strategic MLL plan at all school sites to produce and sustain long-term targeted support systems for MLL students and their instructors.

## **Responsibilities include but are not limited to:**

### *Curriculum and Instruction:*

- Oversee all aspects of the Navigator Schools MLL Program
- Provide professional development to teachers, including modeling lessons, to support MLL students
- Develop programs to address the needs of Long Term English Learners (LTELs)
- Collaborate with stakeholders to develop a Newcomers program
- Manage and oversee the administration of ELPAC (with support from the data and assessment team)
- Provide professional learning series on designated and integrated ELD
- Disaggregate ELPAC/other MLL data and lead data dives for site leaders and instructional staff
- Investigate and oversee the development and adoption of ELD-specific curricula and materials
- Support and attend Site ELAC meetings
- Oversee RFEP redesignation and progress monitoring
- Complete program compliance reporting for Title III
- Support in audits as it relates to English/Multilingual Learners
- Conduct site visits and provide feedback regarding ELD lessons
- Perform other duties as assigned by the CAO

### *Strategic Planning:*

- Build and execute a strategic MLL/ELD plan at all school sites
- Play a key role in establishing and refining Navigator Schools instructional strategy, focusing on and communicating a big-picture perspective, and driving organizational academic goal alignment



- Help oversee the annual planning process and its alignment with the strategic plan and organizational objectives and targets, as well as the execution of short and long-term deliverables

## **Requirements**

*The ideal candidate will possess the following qualifications:*

- Bilingual required
- Masters degree preferred or equivalent work experience
- Five+ years of education experience with success in many of the following areas: leading a high performing/high poverty school, successfully leading and supporting school leaders, implementing and supporting rigorous curricula, supporting Special Education, effectively managing data and assessment, creating and implementing effective professional development, successfully coaching instructional staff to reach management and instructional goals
- Strong instructional acumen and the ability to use data to evaluate strategic options and generate recommendations
- Significant experience in high-poverty communities with a passion for empowering students and families
- Commitment to building relationships and trust with leaders, teachers, students, parents, and community
- A track record of leading, motivating, and developing diverse and high-performing teams
- Belief in and insistence on a strengths-based approach, recognizing that the only way to grow is to build from people's strengths
- Character strengths of zest, perseverance, self-control, optimism, social intelligence, gratitude, and curiosity
- Values rooted in high expectations, going above and beyond, and deep humility

## **What We Offer**

- A rewarding and meaningful professional career where you will directly influence the direction of student lives
- A competitive compensation package including excellent salary, medical, and retirement benefits (STRS)
- Leadership opportunities and career paths
- Investment in teacher development; weekly coaching and feedback sessions for all educators
- An exciting, evolving, collaborative work environment
- Technology, including laptop, iPad, and a variety of other instructional technology tools

## **Accommodations**

Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.



### **Pre-Employment Process**

Employment eligibility will include fingerprints, tuberculosis, and/or other employment clearances.

### **Working Conditions**

#### *Environment*

Office and diverse school site environments; driving a vehicle to conduct work; fast-paced work; constant interruptions.

#### *Physical Requirements:*

Consistent mental alertness; sitting or standing for extended periods of time; dexterity of both hands and fingers while performing duties; seeing to read, write, and use the computer; hearing and speaking to exchange information, in person or on the telephone, and make presentations.

### **Non-Discrimination Policy**

Navigator Schools is an equal opportunity employer and is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws and providing equal employment opportunities and all other employment laws and regulations. We intend to maintain a work environment that is free of harassment, discrimination, or retaliation based on an individual's race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender (including gender identity and gender expression), age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, or any other status protected by federal, state, or local laws. The School is dedicated to fulfilling this policy regarding all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment. We are strongly committed to hiring a diverse and multicultural staff and encourage applications from traditionally underrepresented backgrounds. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.