

TITLE: Elementary SIFE Coordinator

QUALIFICATIONS: New Jersey Teaching Certificate

REPORTS TO: Principal and Superintendent of Schools.

TERM: 10 Month – Regular school day

RESPONSIBILITIES INCLUDE:

1. Coordinates the intake procedures for the Immersion Program and K-8 ML program.
2. Assists in monitoring and implementing federal, state, and local regulations.
3. Administers the assessment and placement of K-8 ML students new to the district.
4. Conducts educational background interviews and evaluates foreign transcripts with Newcomer families.
5. Meets with the Newcomer families of K-8 ML students to assist in the transition to the district.
6. Supports Principals, ML teachers, and Classroom teachers with K-8 SIFE Action Plan procedures.
7. Performs and assumes such other duties as may, occasionally, be assigned by the Superintendent of Schools.