



English Learner Program Coordinator

Job Description

The Tennessee Public Charter School Commission (Charter Commission) is seeking a full-time English learner program coordinator.

The ideal candidate will have a proven ability to work with a variety of stakeholders, manage multiple projects with ambitious deadlines, and write and communicate effectively. This position is an excellent opportunity to support the Charter Commission which was established under in 2019 by the General Assembly.

The Charter Commission is comprised of nine members selected by the governor and representing a broad geographic cross-section of the state. The Commission's focus on the authorization of quality charter schools will enable deeper engagement with local districts and stakeholders, and in turn ensure that decisions impacting students' and families' access to high-quality charter schools are made based on a full appreciation of communities' specific educational needs. The Commission commenced hearing charter school appeals and reviewing charter school applications in 2021 and assumed responsibility of the authorized charter schools of the State Board of Education in the 2021-22 school year. The Commission's school district will have 17 charter schools across three geographic districts in 2024-25 serving approximately 6,000 students.

Job Responsibilities

This position will report to the director of school programs and supports and be responsible for the following:

- Be the subject-matter expert on implementation of English learner (EL) programming within the Charter Commission LEA.
- Implement the Charter Commission's procedures for monitoring ELs.
- Monitor authorized charter schools via quarterly web-based monitoring and annual on-site monitoring to ensure authorized charter schools are properly serving EL students.
 - Monitor authorized charter schools through the TNPulse online system for required EL documentation and data quality.
 - Monitor authorized charter school implementation of Individualized Learning Plans (ILPs) for ELs during annual site visits.
- Support the oversight of authorized charter schools screening of Non-English Language Background students and annual ELPA 21 assessment of ELs.
- Assist in the development and implementation of technical assistance and training for authorized charter school EL program instructional and administrative staff.
- Travel to school sites, as needed, to support the monitoring and oversight of EL program implementation.
- Any other duties as assigned to support the overall functions of the Charter Commission.

Tennessee Public Charter School Commission

Davy Crockett, 8th floor • 500 James Robertson Parkway • Nashville, TN 37243

Office: 615-532-6245



Qualifications

We are seeking candidates who have:

- A Bachelor's degree from an accredited university (required); A current educator license with an ESL endorsement from the State of Tennessee is preferred, but not required;
- 2+ years of experience as an EL teacher and/or EL coordinator, preferably in a charter school setting;
- Knowledgeable of EL standards and screening, developing and monitoring ILPs in TN Pulse, and federal and state EL program requirements and best practices;
- Excellent communication skills;
- A demonstrated commitment to meeting expectations at a high bar and a history of getting things done even in the face of obstacles;
- A willingness to be flexible and learn new things and embrace continuous improvement;
- Experience balancing multiple projects and deadlines and the ability to efficiently and effectively get things done with a high-volume workload;
- Like working with a team and collaborating across workstreams;
- An understanding of charter schools and charter school autonomies;
- Strong communication skills including demonstrated ability to navigate hard conversations;
- Demonstrated public speaking ability; and
- Strong personal presence necessary to interact and develop relationships with internal and external stakeholders.

Salary for this position is competitive and depends on prior experience. In addition, a comprehensive benefits package is included. The targeted start date for the position is July 1, and the location for the position is Nashville, TN. The individual in this role will be required to be in the office in-person a few days a week, and there is no option to be exclusively remote. Some in-state travel for school site visits and commission meetings may be required.

How to Apply

Please send a brief email (approximately 250 words or less) about your interest in the position, a resume, and three references to Nate Parker at Nate.Parker@tn.gov. In your email subject line, please reference "EL Program Coordinator." Applications will be considered on a rolling basis.