

Lebanon Community Schools
Job #25090 - ELD Program Coordinator - Part Time (Spanish) - District Office/School Improvement (25090)

JOB POSTING

Job Details

Posting ID

25090

Title

Job #25090 - ELD Program Coordinator - Part Time (Spanish) - District Office/School Improvement

Description

MINIMUM QUALIFICATIONS:

1. Bachelor's Degree.
2. Criminal history clearance.
3. Valid Oregon Teaching License with K-12 ESOL Endorsement
4. Experience with instructional leadership and coordination.

HOURS: Part Time, 5 hrs./day, Monday - Friday

CALENDAR: Licensed, 192 day calendar

POSITION SUMMARY:

The primary purpose of this position is to coordinate, implement, and support English Language Development (ELD) programming and services across the district. The ELD Coordinator provides instructional leadership and guidance to staff, maintains compliance with Title III and federal/state requirements, and ensures quality education and support for English Learners (ELs) and their families.

ESSENTIAL FUNCTIONS:

1. Supports and coaches ELD teachers and staff across the district.
2. Designs and facilitates professional development for school staff related to ELD instruction, compliance, and cultural competency.
3. Maintains accurate and confidential records for current, monitored, and former EL students as required by law and district policy.
4. Oversees and manages the Title III budget in alignment with district and state expectations.
5. Provides timely communication and updates to schools regarding new EL student enrollments and status changes.
6. Trains test administrators for the annual English Language Proficiency Assessments (ELPA).
7. Submits required EL student data and program documentation to the Oregon Department of Education (ODE).
8. Attends meetings and trainings at the local, regional, and state levels to stay current on ELD and Title III policy.
9. Ensures district compliance with federal and state Title III guidance.
10. Oversees district interpretation and translation services for multilingual communication.
11. Plans and leads parent outreach activities that engage and support families of EL students.
12. Communicates regularly with parents and guardians regarding student progress, services, and resources.
13. Works harmoniously with others and communicates effectively (both orally and in writing) with students, families, and staff.
14. Operates computer and software programs related to job responsibilities.

OTHER REQUIREMENTS:

1. This position is primarily performed indoors in school buildings, although some outdoor instruction and supervision are required.
2. This position requires travel between school and other sites and the district office. (The employee is responsible for supplying a vehicle for this travel and will be reimbursed for approved mileage.)

3. Possible exposure to bodily fluids due to student or employee injury or illness.
4. Evenings and/or extended work hours are often required.
5. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
6. Occasionally performs other duties as required by supervisor.

APPLICATION PROCESS:

Interested applicants must apply through our District Office website at <https://lebanonor.schoolspring.com/>. Salary as per negotiated agreement. For more information, contact Director of School Improvement, Tonya Cairo at: tonya.cairo@lebanon.k12.or.us

The district's policy is to provide veterans and disabled veterans with preference as required by law and will require applicants to provide certification⁴ of eligibility for preference, in addition to other requested materials.

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Individuals with disabilities may contact the Human Resources Office at (541) 259-8949 for additional information or assistance. Speech/hearing impaired applicants may contact the District for help through the Oregon Telecommunications Relay Service by dialing (800)735-2900. Spanish Voice/TTY#: 1-800-735-3896

⁴ See verification of Veteran's Preference (OAR 839-006-0465). An applicant claiming veteran's or disabled veteran's preference will submit a copy of their Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a certification that the veteran is expected to be discharged or released from active duty under honorable conditions not later than 120 days after the submission of the certification. A disabled veteran may also submit a copy of their letter from the US Department of Veterans Affairs, unless the information is included in the DD Form 214/215 or a certification that the veteran is expected to be medically separated from active duty under honorable conditions not later than 120 days after the submission of the certification.

Lebanon Community School District is an equal opportunity employer.
The District reserves the right to transfer employee to another position and/or site.

<i>Shift Type</i>	Part-Time	<i>Salary Range</i>	
<i>Salary Code</i>	Salary	<i>Job Category</i>	Certified
<i>External Job Application</i>	Licensed	<i>Internal Job Application</i>	Internal
<i>Location</i>	District Office	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>	Valid Teaching License/In Process		

Job Application Timeframes

<i>Internal Start Date</i>	10/06/2025	<i>General Start Date</i>	10/06/2025
<i>Internal End Date</i>		<i>General End Date</i>	

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1	6014	ELD Program Coordinator - Part Time (Spanish)

Alternate Job Contact

<i>Name</i>	Tonya Cairo	<i>Title</i>	Director of School Improvement
<i>Location</i>	District Office	<i>Phone</i>	

tonya.cairo@lebanon.k12.or.us

References

Automatically Send
Reference Check

No

Reference Check Form

Certified Reference Check