



Kigali International Community School

Phone (+250) 07881-25018

2020 Estates Gacuriro • BP 6558 • Kigali, Rwanda

www.kicsrw.org

Position: ELL Coordinator

Reports to: Primary and Secondary Principals

Required Qualifications:

- Passion for serving God in the context of education
- Bachelor's degree in TESOL (or related field)
- Experience working with ELL students or students with special needs in a school setting.
- Valid Teacher Certificate with appropriate endorsement(s) (Life experience related to content and/or teaching may substitute for a Teacher Certificate in some situations.)

Preferred Qualifications:

- Two or more years of successful teaching experience
- Prior experience in an international school
- Master's Degree in TESOL

Role Specific Responsibilities:

- Oversees, leads, mentors and evaluates ELL teachers and para-educators
- Provide ELL coordination and scheduling for push in and/or pull out instruction to students in grades K-12.
- Administer required language proficiency and academic achievement tests for determining placement for students in grades K-12, along with ongoing monitoring of student progress.
- Maintain database of ELL and ELL-eligible students.
- Developing language acquisition support plans (ELLPs) for all ELL students and work with classroom teachers to implement plans.
- Work with classroom teachers to support differentiated instruction.
- Assist in developing appropriate curriculum to help ELL students acquire the English language.
- Employ a variety of instructional techniques and teaching strategies to meet different aptitudes and interests of students, including whole group (co-teaching)/ small-group or individual learning.
- Compiling and maintaining a profile summary (record of achievement and progress) for each student.
- Assist in gathering and reporting data for reporting requirements and other required reports.
- Establish and maintain communication with parents of students in the program.
- Engage parents and families in their student's learning and acting as an ambassador for the school in the community.
- Train teachers in appropriate ELL teaching strategies and best practices.



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- Participate in SPED team meetings and other team meetings (primary, secondary) as needed.
- Contribute productively to the school as a whole.
- Participate in in-service and staff development activities and staff meetings as required or assigned.
- Attend ILP or other related meetings necessary for student assessment.
- Attend and participate in established traditional school-sponsored activities (i.e, back-to school night, open house, and other activities customarily attended by classroom teachers and/or faculty members), which may be outside of regular school hours.
- Other duties as assigned.

Professional Characteristics:

- Teaches/leads from a Christ-centered worldview
- Effectively collaborates in team settings
- Demonstrates superb communication skills
- Uses data to adapt curriculum and refine instruction
- Operates from a growth mindset, able to reflect, learn, and progress
- Articulates high expectations with students, parents, and colleagues
- Shows a love of learning that translates into a positive, rigorous classroom culture
- Embraces diversity and values the contributions of each individual
- Utilizes technology to enhance student learning and partner with parents
- Exhibits a passion for equipping students to think critically, solve problems, and exercise self-discipline
- Interacts with people in a culturally intelligent manner
- Lives out faith in a way that facilitates discipleship, mentoring, and relationship building with students