

Madelia Public School

320 Buck Avenue SE

Madelia, MN 56062

507-642-3232 www.madelia.k12.mn.us

Classification Description

SECTION I: General Information

Classification Title: ML Coordinator	Department: Multi-lingual	Unit:
Immediate Supervisor: Building Principals	Grade/Building Placement: District	FLSA Status: Exempt

Job Summary:

Oversees programs designed to support students learning English as a second language. This role is district-wide and involves developing curriculum, providing teacher training, ensuring compliance with regulations, assessing student progress, and collaborating with educators and families to enhance language acquisition and academic success.

SECTION II: Essential Duties and Responsibilities

Program Development and Implementation:

Develop and implement programs for English Language Learners, aligning them with state and national standards.

Curriculum Support:

Implement a coherent curriculum, promote the use of research-based strategies, and ensure alignment with instructional priorities.

Professional Development:

Provide professional development for teachers, including training, observations, modeling, and coaching, to enhance their ability to support ML students.

Data Analysis and Assessment:

Analyze student data with DAC, ML teachers and general education teachers to inform instructional decisions and identify areas where students need additional support. Work with DAC to schedule WIDA assessments. Conduct assessments with ML teachers for all new students.

Collaboration and Communication:

Collaborate with teachers, administrators, and parents to ensure the effective implementation of ML programs and support student success. Plan parent engagement events with teachers. Attend district leadership and board meetings as needed. Lead

ML department meetings.

Compliance and Reporting:

Ensure compliance with state and federal regulations regarding ML programs. Assist administration in grant writing and reporting. Complete annual LIEP document. Attend MDE meetings for the department as needed.

Resource Coordination:

Coordinate resources, materials, and support services for ML students.

SECTION III: Work Requirements and Characteristics

License/Certification	Identify licenses/certification required: Licensed teacher
Indirect Supervision:	
Number of employees indirectly supervised:	Total: 0
Essential Skills Required to Perform the Work	Skilled in: <ul style="list-style-type: none"> ● Strong knowledge of English language acquisition and instructional strategies ● Knowledge of state and federal regulations related to ML programs ● Ability to work independently and as part of a team ● Strong leadership and collaboration skills

Education/Knowledge Requirement: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

Less than high school diploma ____	Degree Information: Type of degree: (B.S., M.A., etc.) Some Technical Training
High school diploma or GED ____	Major field of study or degree emphasis:
Required Education/Training (choose one)	_4+_ Years of college ____ First year graduate level ____ Second year graduate level
	Essential knowledge and specialized

	<p>subject knowledge required to perform the essential functions of the job:</p> <ul style="list-style-type: none"> • Experience working with diverse student populations • Excellent communication and interpersonal skills
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Required Work Experience in Addition to Formal Education/Training:

Physical Job Requirements: (Indicate according to essential duties/responsibilities)

Amount of Time Spent

Physical Activities	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand			x	
Walk		x		
Sit			x	
Use hands, fingers				x
Reach with hands and arms		x		
Climb or balance	x			
Stoop, kneel, crouch or crawl	x			
Talk or hear				x
Taste or smell	x			
Lifting/Forcing/Exerting	None	1/3 Less	1/3 to 2/3	Over 2/3
Up to 10 lbs.			x	
Up to 25 lbs.		x		
Up to 50 lbs.	x			

Up to 100 lbs.	x			
Over 100 lbs.	x			

Physical requirements associated with the position can be best summarized as follows:
Medium Work

Hazardous Working Conditions

Unusual or hazardous working conditions related to performance of duties:

SECTION IV: District Mission

The mission of the Madelia Public Schools is to provide all students an educational foundation which consists of the mastery of core competencies that will empower them to become local and global citizens who are inspired to achieve lifetime success in a diverse and changing world.

SECTION V: Classification History and Approval

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Supervisor's Signature

Date

Employee's Signature

Date

Classification History:
Created classification description 08/2025