

English Program Pedagogical Coordinator

Classification:	Non-Exempt
Employee Type:	Full-time
Direct Supervisor:	Head of the Lower School
Campus Location:	Lower School
Minimum Educational Requirement:	Bachelor's degree
Work Experience Requirement:	3-5 years experience
Start date:	As soon as possible
Application Deadline:	October 15, 2020

Job overview:

We are seeking an experienced, enthusiastic and highly motivated **English Program Pedagogical Coordinator** to join our team of dedicated faculty & staff members for the 2020-21 school year. Under the direct supervision of the Lower School Head, the **English Program Pedagogical Coordinator** works closely with classroom teachers, parents, school counselors, outside professionals, the Preschool and Kindergarten Head, the Lower School Head and the Middle School Head.

The Coordinator collaborates with the Division Heads (Elementary and Maternelle) and the teachers (English & French Programs) to ensure that the curriculum is being delivered in an appropriate and effective manner that is consistent with the school's mission and values.

Major responsibilities (but not limited to):**1) Student & Teacher Support :**

- Ensure that the content and methods taught prepare the students for success, and are consistent with the school's mission and philosophy of education.
- Ensure that teachers have the resources and training to differentiate learning, maximize student-centered opportunities, and use creativity and sound pedagogical practices to optimize student engagement.
- Participate in grade level, cycle and faculty meetings to ensure that teachers are familiar with pedagogical initiatives, campus events, administrative procedures, school-wide policies.
- Assist the teachers in implementing the Balanced Literacy program.
- Be an active presence in the classroom as a supporter, facilitator and co-teacher to promote successful teamwork and provide guidance for the teachers.

- Train and guide the teachers on the different online platforms used at EB (Seesaw, Zear, RAZ kids, Epic).

2) English Program Coordination

- Provide general coordination and supervision for all levels and areas of the English program to ensure continuity and thoroughness of instruction from grade to grade.
- Collaborate with teachers and Division Heads to document the curriculum.
- Organize, monitor and follow-up on co-teaching and bilingual projects (French & English).

3) Professional Development & Coaching

- Provide effective staff development activities that incorporate the mission of the school, program evaluation outcomes, and input from teachers and others.
- As Instructional Coach, provide training and model lessons for teachers at the Lower and Middle Schools in Language Arts, Social Studies, and other areas of the curriculum at teacher's request.
- Assist Division Heads with coordination and development of a program for orientation for new teachers and in-service training for all teachers.

Qualifications, skills and desired personal qualities:

- A valid teaching credential (out of state accepted).
- A Bachelor's degree required.
- A 3-year min. experience as a Curriculum Coordinator, Instructional Coach or Pedagogical Coordinator.
- A strong knowledge of teaching and learning, child development, second language and content acquisition, and best practices in instruction and assessment.
- A deep knowledge of Balanced Literacy programs or willingness to learn.
- Familiarity with various assessment tools and multi-sensory teaching methods such as Orton Gillingham, Lindamood-Bell.
- Familiarity with intervention systems such as Reading Recovery or RTI.
- Fluency in both French and English preferred.
- Experience in bilingual education preferred.
- Solid organization and communication skills.
- An ability to work independently and as a member of a team.
- An ability to quickly adapt to a new environment
- Excellent recommendations.

Compensation & Benefits:

The appointment is a full-time, non-exempt position with comprehensive health and dental plans, a 403B plan, and generous paid time off.

Application Process and Required Documents:

In order to complete the application process, interested candidates must provide the following documentation by **October 15, 2020**.

- A Resume
- A cover letter
- A completed and signed EB job application with a minimum of three references (name, address, phone number and email address.) The application form can be found at www.eb.org/careers

All inquiries and nominations are kept confidential. Please send documentation to careers@eb.org (Attn: Sebastien Robert, Head of the Lower School) please mention “**English Program Pedagogical Coordinator**” in the subject line. No phone calls please. You may visit our website at www.eb.org to learn more about our school and programs.

Ecole Bilingue de Berkeley

Mission Statement: Ecole Bilingue de Berkeley nurtures creative, multilingual learners, equipped to confidently embrace the delights and challenges of an interconnected world.

Founded in 1977, Ecole Bilingue de Berkeley has a long history of excellence in bilingual education in the Bay Area. EB is a preschool to 8th grade French-American school located in West Berkeley. As a recognized leader in international bilingual education, EB integrates the rigor and excellence of a French curriculum into a dynamic, whole-child education, imbuing students with tenacity, cross-cultural fluency, a deep intellectual capacity and vast stores of kindness. EB’s immersion program is taught by caring and committed teachers, supported by a dedicated staff. EB’s core values are Unity, Reflection, Integrity, Zeal, and Endeavor.

Ecole Bilingue de Berkeley is an Equal Opportunity Employer that does not discriminate against any applicant on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, veteran status, generic information or any protected class prohibited by law.