

Special Called Board of Education Meeting

June 26, 2024 11:00 AM

Robert J. Smallridge School Administration Building

I. Call to Order

II. Approval of Agenda

III. Items for Action

A. Addition of a 1.0 FTE Student Services Coordinator

IV. Adjournment



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John C. Stults II, Executive Director of Student Services

Memorandum to create a 1.0 FTE Student Services Coordinator

- **This position would combine the two openings that we currently have of an ESL teacher/coordinator and our district translator.**
- **The creation of this position would save the district approximately \$36,000 annually out of the GP budget based on combining the job responsibilities.**
- **Funding would be combined from GP and Title III.**
- **This position would allow us to better support all our students and their needs.**
- **This position would also allow us to build capacity in our own staff by having an employee that is working directly within ESL, World Language, Social Studies, and Special Education.**
- **Job responsibilities are attached.**



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John C. Stults II, Executive Director of Student Services

JOB EXPECTATIONS: Student Services Coordinator

English as a Second Language

- Support enrollment of migrant, immigrant, and ESL students at every building
- TN Pulse Administrator for Individual Learning Plan Oversight
- Coordinator all interpreter services through our 3rd party vendor
- Collaborate with academic coordinators to plan professional learning in for ESL in alignment with district goals
- Complete TELSA yearly plan with stakeholders
- Coordinator curriculum supports for ESL (standards, texts, software, new assessments)
- Supports Federal Programs Director in the completion of Title III funding application and monitoring annually
- Leads the ILP monitoring annually
- Review cumulative records for required ESL documentation
- Plans and facilitates ESL district-wide family engagement events

Special Education

- Coordinates alternative testing in cooperation with the Data and Assessment coordinator and the Special Education coordinator
- TN Pulse Administrator
- Supports the Executive Director of Student Services in the annual completion of the IDEA-B, IDEA-Preschool and IDEA Discretionary grant funding applications and monitoring
- Coordinates with the TSW coordinator to plan supports for students after graduation
- Reviews and submits monthly service reports for TSW and submits the monthly required documentation as part of the TSW grant

World Languages and Social Studies

- Coordinate curriculum (including standards, texts, software) instruction, and assessment support for K-12 World Language and Social Studies.

- **Collaborate with academic coordinators to plan professional learning for World Language and Social Studies teachers in alignment with district goals**

QUALIFICATIONS

**Valid Tennessee Teachers license with a minimum of 5 years' experience.
Administrators license with administrative experience preferred.**

Salary paid in accordance with the coordinator salary scale.