



2015 OELAS ELL Coordinator Boot Camp

*A Year in the Life of an
ELL Coordinator*





Back to School Tasks

Teacher and Parapro Preparation

- New SEI/ILLP teacher training
- Plan on-going professional learning
- AZELLA Test Coordinator training
- AZELLA Test

Administrators/Scorers Training





More Back to School Tasks

Student Identification

- Track summer PHLOTE Forms
- Assess students as required
- Check SDELL 70 Reports in SAIS
- Enter student program membership into Student Information System



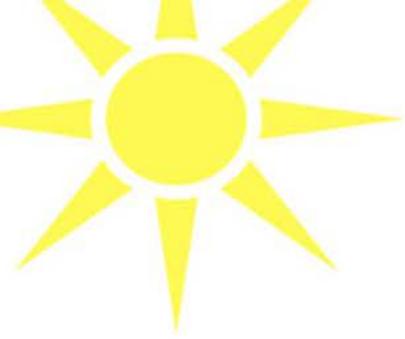


And More Back to School Tasks

Complete Required Paperwork

- Parent Notification Forms
- ILLP Paperwork
- AZELLA Test Security Agreement
- Submit Exception Requests



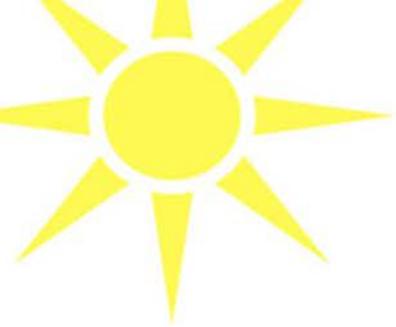


Take a moment

Breathe

**Share with a partner at your table how
you might organize these activities**





Ongoing Activities

- Identify and assess incoming students, and enter into appropriate programs throughout the year
- Create and update ILLPs
- Review student files for completeness
- Create WICPs for students
- Complete Two-Year Monitoring Forms





Assessment Preparation

- Share with teachers appropriate test accommodations for ELLs and FEP students for benchmark and AzMerit Testing
- Maintain AZELLA test inventory





Funding

Title III Budget

- Apply for funds in early fall
- Maintain budget and program requirements

SEI Budget

- Apply for all three stages beginning in early fall for next year's budget

Completion Reports for Title III and SEI due in September





AZELLA Spring Reassessment Preparation

- Complete Coordinator AZELLA Reassessment training - Pearson
- Order testing materials
- Reconcile district and SAIS ELLs to be sure to test all eligible students
- Train all testers and have security agreements signed





End of the Year Activities

- Close out ILLPs and file in student files
- Update Student Information System program membership
- Send Reclassification Letters
- Reconcile Integrity by June 30





Smile!!!



Have a Great Year!!!





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