

So . . . You're the ELL Coordinator!?!

10 Steps to Compliance and Effective Instruction

- 1. Create a process for paperwork – use checklists (have teachers use these and submit to you for verification – you can follow-up with a mock audit)*
- 2. Create a testing schedule and give this to the teachers. Do not let them create the testing schedule, this should come from you. You can do spot checks to ensure timelines are adhered to.*
3. Hold regular meetings to keep the lines of communication open. In a constantly changing world, teachers will appreciate being informed.
- 4. During one of your meetings at the beginning of the year, work on assisting teachers with creating their schedules. Pay special attention to time allocations, specifically, the grammar hour as this is the hour that is important for our ELL students in creating and maintaining a foundation for language. Keep a copy of each teacher's schedule and request notification if there is a change. This will help you determine the best time to drop in for an observation/visit.*
5. Conduct a needs-assessment or a mini-quiz. Test the knowledge of your teachers regularly. What they say they are comfortable with and what they are actually comfortable with are two different things. Be deliberate with the questions you ask as their answers can help to determine what their specific professional development needs might be. Determine what their weaker areas are and target those then create a plan for support. This might be professional development or coaching, depending on where they are.
6. Typically, grammar will be the weakest link for your teachers yet it is the most important link for your students on their path to proficiency. No excuses – get them trained for teaching grammar effectively!
7. Provide a monthly strategy they can take back to their classrooms. (This means you must also be trained on effective instruction!)
8. Conduct informal observations (You should not be evaluating, only observing)
 - a. Watch for 5 minutes and record the lesson on your phone
 - b. Go back to the office and count the number of words the teacher says vs. the students
 - c. Give teachers data on 50/50
 - d. Check for appropriate level of language – are they using language that is too low? Are they pushing students to productive discomfort levels?
9. Take time to meet with teachers individually. Meet with them at their campus, not in your office. Share your findings together and help them to identify areas of strength and areas for improvement. This should be a collaborative process.
10. Celebrate successes! Whether it is at a monthly meeting or through an email to your teachers, celebrate all the wonderful things happening in the classroom. It's important to share these successes with other teachers and the principals.