



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title:	<b>Coordinator World Language &amp; Dual Language</b>	FLSA Status:	<b>Exempt</b>
Job Family:	<b>Professional</b>	Pay Range:	<b>A/P Schedule, Grade Q</b>
Prepared/Revised Date:	<b>February 6, 2026</b>	Job Code:	<b>33618</b>
		Days:	<b>218</b>

**SUMMARY:** Responsible for the development, implementation, and continuous improvement of the World Language and Dual Language curriculum and instruction and for the implementation of the Seal of Biliteracy. Work closely with administrators, teachers, and other educational professionals to ensure alignment with district goals, state standards, and national ACTFL (American Council on the Teaching of Foreign Languages) standards. Foster a culture of academic excellence through effective professional learning, biliteracy strategies, and instructional support to ensure students achieve high levels of language proficiency and intercultural competence.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Lead implementation of high-quality World Language and Dual Language curricula with a focus on biliteracy, communicative proficiency, and cross-cultural competence. Stay current on national trends (ACTGL), research, and best practices in Second Language Acquisition (SLA) to ensure programs remain rigorous and research based.
2. Ensure alignment of World Language and Dual Language programs, focusing on vertical alignment from elementary dual language immersion (DLI) to secondary pathways. Work with department leads and administrators to implement high-leverage teaching practices in the target language.
3. Monitor and assess the integrity of dual language models and world language instruction, providing ongoing support and guidance to buildings to ensure fidelity to the program model.
4. Design and facilitate high-quality professional learning focused on SLA strategies, the bridge between languages, and scaffolding for diverse learners within immersion and elective settings.
5. Develop a group of school-based language content leaders to build capacity around the integration of adopted curriculum and specialized resources in their respective learning communities.
6. Coach and mentor world language and dual language teacher leaders to improve instructional practices and enhance curriculum delivery, specifically maintaining target language atmosphere.
7. Foster collaboration among teacher leaders to ensure coherence in curriculum implementation across schools and successful transitions for students moving through the K-12 language pipeline.
8. Collaborate with teacher leaders and administrators to develop and implement formative and summative proficiency assessments. Support the use of data dashboards to track progress toward the Seal of Biliteracy.



9. Analyze student performance data to identify trends, address achievement gaps for emerging bilinguals and recommend instructional adjustments to increase proficiency levels.
10. Serve as the primary point of contact for world language and dual language programs with the district, working closely with school leaders, teacher leaders, and instructional staff.
11. Participate in district-wide committees and workgroups to ensure that curriculum decisions support the overall educational mission and strategic plan of Poudre School District and provide equitable access to language programming for all students.
12. Foster a culture of innovation, encouraging the integration of authentic resources, global digital connections, and inquiry-based learning into the language curriculum.
13. Demonstrate a commitment to:
  - a. Equitable, inclusive, and culturally responsive practices for all students and staff.
  - b. Partner with families in the student's education.
  - c. Follow all district policies, procedures, and expectations.
  - d. Personal and professional excellence.
14. Participate in:
  - a. Department, team, and district meetings and discussions.
  - b. Professional growth opportunities.
15. Perform other duties as assigned.

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor's degree in a related field required
- Master's degree in a related field preferred
- Experience instructing students in a classroom setting required
- Instructional coaching experience preferred
- Leadership at school or district level preferred

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Valid US driver's license
- Valid Colorado teaching or special service provider license with appropriate endorsement preferred
- Colorado Principal or Administrator's License preferred

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Critical thinking and problem-solving skills
- Bilingual oral and written communication skills preferred



- Ability to work supportively with other teachers, staff, and administrators to provide an effective learning environment
- Ability to communicate with students, parents/guardians, staff, and community members
- Ability to be a part of and work with a team
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge and experience with standard educational/instructional technology equipment and programs
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Reports to:</b>	Director of Curriculum & Instruction	
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	



**STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS:** Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact [ada@psdschools.org](mailto:ada@psdschools.org).

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize		X		
Evaluate				X
Interpersonal Skills				X



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	