



LYCÉE FRANÇAIS
DE SAN FRANCISCO

ENGLISH DEPARTMENT COORDINATOR

CONTEXT

The Lycée Français de San Francisco is a French immersion College Preparatory school in the San Francisco Bay Area, providing a challenging educational environment, based on the French national curriculum. Our program is designed to provide students with a structured, well-assimilated body of general knowledge while encouraging the development of analytical and critical thinking skills. Our students earn an American high school diploma, as well as prepare for the French Baccalauréat, which qualifies them to attend universities worldwide.

DEFINITION:

Under the direction and supervision of the Head of School, the EIC will work with campus Directors to integrate the English program into the broader context and structure of our unique educational offerings. Through collaboration with campus directors and the Head of School, staff development, and on-site coaching the EDC will:

- enhance the English Language Arts Program
- ensure horizontal and vertical alignment between English curriculum from PreK-12
- enhance and support effective instructional strategies
- improve student achievement through coaching teachers
- The EIC assist the campus directors with administrative tasks and in planning, monitoring, and evaluating the instructional programs.

RESPONSIBILITIES:

- Work with teachers and administrators to develop a guaranteed and viable English curriculum in alignment with French National Curriculum and CA Common Core objectives
- Regularly visit each campus, meeting with each Director on a regular basis and as much as necessary
- Provide instructional and technical support to teachers in the full implementation and evaluation of a School-wide Plan for Student Achievement
- Provide on-site staff development and instructional coaching support to ensure that all teachers are knowledgeable about and can successfully implement effective instructional strategies
- Provide supplemental support and assistance to English classroom teachers through:
 - Analysis of data
 - Professional development
 - In-class coaching
 - Classroom observations
 - Demonstration lessons/modeling
 - Facilitating grade-level and French-English collaborations
- Assist teachers in building an interactive classroom environment focused on the research-based best practices in English language arts instruction
- Assist teachers in maintaining the highest student achievement.
- Coordinate standardized testing (including, but not limited to ordering, scheduling, data

analysis, and communication with families)

- Manage textbook orders (or other instructional materials such as trade books, online subscriptions, workbooks, etc)
- Manage departmental use of online resources (maintaining staff and student accounts)
- Develop and communicate long and short-term department plans and goals, and assessment of these goals.
- Maintain and monitor an information system that supports department goals.
- Assist the campus directors with setting goals for improved instruction and monitoring of student achievement, using data to inform instructional decisions and program design.
- Ensure a parity in program offerings at both lower school campuses
- Maintain annual schedule of English staff meetings, in order to ensure English presence at all school meetings as well as sufficient meeting time between department members
- Coordinate meetings and In-service programs for English teachers
- Serve on Professional Development Committee
- Assist HR department and the Head of School in the English teacher recruitment process
- Attend and assist in English teacher evaluations,
- Onboard new teachers to help with adaptation to school community,
- Ensure quality control of written communication concerning the English curriculum,
- Facilitate partnerships between French and English colleagues,
- Facilitate positive relationships between parents and English teachers.
- Substitute for English teachers when necessary upon request from the Head of School.

ABILITY TO:

- Work collaboratively with peers and administrators.
- Communicate effectively with all members of the school community.
- Use instructional technology and software.

KNOWLEDGE OF:

- Common Core State Standards for English/Language Arts and English Language Development
- Components of balanced literacy
- Fundamentals of bilingual education theory
- Research-based teaching strategies
- Data-driven instructional decision making
- French Curriculum
- Common European Framework of Reference for Languages

MINIMUM REQUIREMENTS:

- Possession of a teaching Credential
- Master in Education preferred
- Tenured teacher with a minimum of ten years teaching experience
- Experience as a program coordinator in an immersion setting preferred
- Experience in a supervisory/training role
- Ability to develop positive working relationships with students, parents, administrators and teachers

- Fluency in French a definite advantage
- A sense of humor always appreciated

SALARY AND BENEFITS

- Dependent upon qualifications and experience. A competitive total compensation package is offered, which includes medical & dental, long term disability and retirement plans.

TO APPLY

- To apply for this position, please submit:
- A cover letter explaining your experience in supporting teachers and why you might be a good match for a dual language school
- A current resume
- Statement of Educational Philosophy
- List of References (to be contacted at a later date)
- Other Supporting documentation (letter of rec or evaluation)

All applications must be submitted online at: <https://www.lelycee.org/about/jobs>

The Lycée Français de San Francisco is an equal Opportunity Employer. All qualified applicants are encouraged to apply. Employment contingent upon successful completion of background investigation. Direct candidates only. This position does not include any relocation assistance. No phone calls please.