



## BISHOP DWENGER HIGH SCHOOL

### **Part-Time ELL (English Language Learner) Coordinator**

#### **Position Summary**

Bishop Dwenger High School, a Catholic college-preparatory high school in the Diocese of Fort Wayne–South Bend, seeks a dedicated and mission-driven English Language Learner (ELL) Coordinator. The ELL Teacher provides direct instructional support to multilingual learners, oversees Individual Learning Plans (ILPs), and coordinates WIDA assessment and compliance processes. The ELL Coordinator collaborates with faculty, SPED Department, administration, and families to ensure English learners receive equitable access to curriculum while supporting their academic achievement and faith formation within a Christ-centered environment.

#### **Essential Responsibilities**

##### **Instruction & Student Support**

- Provide English language development (ELD) instruction to students identified as English learners.
- Support students in developing academic language proficiency in listening, speaking, reading, and writing.
- Collaborate with content-area teachers to implement accommodations and strategies that promote student success.
- Monitor student progress and adjust instruction to meet individual language acquisition needs.

##### **ILP Oversight & Compliance**

- Develop, implement, and annually review Individual Learning Plans (ILPs) for identified English learners.
- Ensure ILPs include appropriate accommodations and are communicated clearly to teachers.
- Maintain accurate documentation in compliance with Diocesan, state, and federal guidelines.
- Provide professional guidance to faculty regarding ILP implementation and best practices for supporting multilingual learners.

##### **WIDA Assessment & Data Management**

- Coordinate and administer WIDA and related state-required English proficiency assessments.
- Ensure all testing procedures comply with state and federal regulations working with the building Test Coordinator.
- Analyze WIDA results to inform instruction, ILP updates, and program improvement.
- Maintain accurate testing records and submit required reports to the state, school, and diocesan offices.

##### **Collaboration & Communication**

- Serve as a liaison between families, teachers, administration, and support services.
- Communicate student progress and program updates to parents/guardians in a culturally responsive manner.
- Participate in faculty meetings, professional development, and school initiatives.
- Support the integration of English learners into the broader school community.
- Connect translators as needed for various school events and meetings.



## BISHOP DWENGER HIGH SCHOOL

### Qualifications

- Bachelor's degree in education, TESOL, English as a New Language, or related field required, or able to work toward an endorsement in one of the above areas.
- Valid Indiana teaching license (or ability to obtain) with appropriate ELL/ENL/TESOL endorsement, preferred
- Knowledge of WIDA standards and assessment protocols.
- Experience developing and monitoring ILPs or equivalent support plans preferred.
- Strong organizational skills and attention to detail.
- Ability to collaborate effectively with faculty and families.
- Commitment to supporting the mission and Catholic identity of Bishop Dwenger High School.

### Work Schedule

- Part-time, 29 or less hours per week, school-year position aligned with the Bishop Dwenger academic calendar.
- Occasional extended hours during testing windows or compliance reporting periods.

**Start Date:** Contracted for the 2026-2027 school year

**Location:** Bishop Dwenger High School, Fort Wayne, IN

**Contact:** Amy Johns, Assistant Principal  
ajohns@bishopdwenger.com or 260-496-4710

**To Apply:** Go to: <https://secure7.saashr.com/ta/6168565.careers?ShowJob=587719396>