

Lancaster School District
Multilingual Learners Site Chair
Expectations and Responsibilities

The MLP Chair's role is to support the Multilingual Learners Program at the site; being the point of contact between district and school.

MLP Chairs support the mission of the Multilingual Learners Program by presenting and promoting effective and practical monitoring systems that allow teachers and site administrators to provide high quality instruction, and the necessary resources and support to create and maintain positive learning environments to eliminate barriers to success for all students.

Expectations and Responsibilities:

1. Attend all monthly district MLP Chair meetings and take detailed notes.
2. Subscribe to and read thoroughly each monthly ML and ML Families newsletter and take detailed notes.
3. Summarize and present information from MLP Chair meetings and newsletters at site staff meetings in a timely and efficient manner.
4. Attend 5 hours per year of district/county/state MLP PD opportunities as they become available.
5. In conjunction with site administration, facilitate at least 5 ELAC meetings.
6. Collect and send required ELAC documentation to Continuous Improvement, Compliance, & Accountability in a timely and accurate manner.
7. Provide ML student lists to teachers by the end of the second week of each semester (Fall/Spring) and ensure every ML student has an ELD course on their schedule.
8. Provide ELPAC scores to teachers as they become available.
9. In conjunction with site administration, develop and provide a daily schedule for bilingual paraeducators by the end of the third week of the Fall semester.
10. Assist staff with Ellevation, PowerSchool, and Illuminate, as it pertains to ML data and reports.
11. Inform staff about state and local assessments as it pertains to MLs.
12. Practice and promote data-driven, standards-based Designated ELD instruction and research-based Integrated ELD strategies.
13. Support staff with locating and selecting resources for Designated and Integrated ELD instruction.
14. Use Ellevation to assign, monitor, and collect RFEP monitoring forms at the end of each semester (Fall/Spring).
15. Use Ellevation to complete the Reclassification process three times a year, to include: assignment, monitoring, and collection of Teacher Input forms.
16. Support and promote implementation of complementary programs for MLs.
17. Collect one student work sample to be included in the ML Families newsletter every month.
18. Be the liaison between teachers, bilingual paraeducators, and the district office.
19. Perform other related duties.

The MLP Site Chair will receive a \$2,000 stipend. One half of the pay will be issued in January and the remaining half will be paid in July.