



## MULTILINGUAL AND STATE PROGRAMS COORDINATOR JOB POSTING

**Role:** Multilingual and State Programs Coordinator

**Location:** Charter Institute at Erskine

**Location:** In Office 5 days a week

**Start Date:** 2026-2027

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### GENERAL STATEMENT OF JOB

The Multilingual (ML) and State Programs Coordinator has the responsibility of working with schools to facilitate, coordinate, support, and oversee implementation and compliance of the South Carolina Department of Education's (SCDE) Title III and state programs, including Multilingual, School Safety, School Nurses, and eLearning. This position also supports working cross-functionally with other departments on coordinating projects. In addition, the Multilingual and State Programs Coordinator will assist with Institute projects as needed.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serve as liaison to the South Carolina Department of Education's program specific offices, attend state training, collect data, and prepare reports for SCDE, Institute Leadership, and other stakeholders as required.
- Receive SCDE updates, interpret and synthesize memoranda, and ensure schools receive SCDE guidance in a comprehensible format.
- Ensure timely development and submission of all initial eLearning Day Plans and required annual updates.
- Oversee submission requirements and provide guidance to schools for the Model Safe School Checklist and safety drills.
- Provide support and guidance for Title III compliance.
- Conduct on-site school visits to monitor ML program implementation, provide technical assistance, and ensure program quality.
- Maintain, update, and review Institute policies and procedures related to program specific responsibilities.
- Provide ongoing technical assistance, coordinate and facilitate both in-person and virtual program-specific professional development opportunities aligned to program requirements.
- Utilize multiple state, federal, and Institute platforms to manage program data and documentation.



### MINIMUM QUALIFICATIONS

- Bachelor's degree in Education, Administration, or related field required.
- Valid South Carolina Educator Certification preferred.
- Knowledge of state and federal regulations related to Title III, eLearning, School Safety, and Nursing Services preferred.
- Proficiency with Microsoft Excel, PowerPoint, Word, and Outlook preferred.
- Strong organizational, communication, and interpersonal skills.
- Ability to travel frequently to schools statewide.
- Experience preparing state-required program documentation, compliance reports, and consolidated monitoring submissions preferred.

### NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Support Institute-sponsored events (e.g., Award Banquets, State Recognition Events, Leadership Conferences, etc.), which may occasionally require attendance outside of regular business hours.
- Performs other duties and responsibilities as assigned.

### CORE COMPETENCIES:

- Consistently represents the Institute in the most exemplary, positive manner by modeling the Erskine Philosophy in action, conduct, demeanor, and speech.
- Participates in staff meetings, trainings, conferences, and professional development sessions.
- Maintain confidentiality as required by the Institute and by law.
- Demonstrates a high degree of flexibility.
- Ability to thrive in a fast-paced work environment.

### MOBILITY:

Primarily sedentary, able to sit for long periods of time.

### PHYSICAL REQUIREMENTS:

Ability to communicate in written form. Capable of using a telephone and a computer keyboard. Able to lift up to 10 lbs. Ability to travel within the facility and to other locations. Frequent statewide travel will be required for this role, including school site visits, planning meetings, local and national conferences, training, etc. Overnight stays may be required.

### ENVIRONMENTAL CONDITIONS:

Usual Office Setting (8 am to 5 pm – Monday through Friday)

### AFFIRMATIVE ACTION (AAP/EEO STATEMENT)

The Charter Institute at Erskine is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against based on disability.

### DISCLAIMER

This job posting is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee if hired. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.