

WANTED:

ISP COORDINATOR & ELL TEACHER (.8 FTE)

INTERNATIONAL PROGRAM

SEPTEMBER 2026

Langley Christian School is seeking an energetic and dedicated leader to serve as an ISP Coordinator and ELL Teacher. This role is a unique opportunity for a dedicated professional to oversee the administrative success of our International Student Program while providing expert, faith-integrated ELL instruction to K-12 students. As a key member of our team, you will lead the end-to-end admissions process and provide specialized classroom support, ensuring our international students thrive academically, socially, and spiritually within our connected school community.

Key Responsibilities:

ISP Coordinator & Admissions

- Lead the end-to-end application process, from initial inquiries to issuing official letters of acceptance.
- Manage student files, MyEd accounts, medical insurance, and study permit tracking.
- Create promotional materials, maintain agent relationships and conduct school tours to grow the ISP community.
- Negotiate contracts and manage budgets/staffing for short-term student groups.

ELL Instructional Leadership

- Coordinate and teach K-12 ELL classes, selecting resources and monitoring the scope and sequence of the program.
- Conduct ELL assessments (Initial, transfer, and year-end) and monitor iTEP SLATE results.

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- Determine annual ELL hour requirements and create teaching schedules in collaboration with admin.
- Complete ELL report cards and assist classroom teachers with adaptations and cultural awareness.

Qualifications:

- TESL and/or TOEFL certification
- Bachelors' degree or an equivalent combination of education and experience sufficient to perform the essential duties of the job.
- A minimum of three years of experience
- Outstanding skill in interpersonal and cross-cultural communication.
- Strong analytical and written communication skills.

The salary range for this .8 FTE position is \$42,225 - 43,494.

How to Apply?

- Email the following to careers@langleychristian.com:
- Cover letter and resume
- Contact information for two professional references
- Contact information for one reference speaking to your faith.

Find out more at <https://langleychristian.com/why-work-at-lcs/>

We thank all applicants for their interest; however, only those candidates selected for an interview will be contacted.



HOW TO APPLY:

Please submit your resume and cover letter to careers@langleychristian.com.