



JOB DESCRIPTION

JOB TITLE: **Teacher EL Specialist (K-12)**

Position Type: Certified	Department: Curriculum, Instruction & Assessment
Salary Schedule: Certified	Location: School
Reports to: Principal/Deputy Superintendent of Curriculum, Instruction & Assessment/ELD Coordinator	
Term of Employment: 9 months	Shift: Day
Approved By: Human Resources	Date: March 5, 2019

POSITION SUMMARY:

To work in a partnership with students, staff, parents and the community in accordance with the district's vision and mission to promote student achievement.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

COMPLIANCE

- Identifies students for the AZELLA assessment using the Student Enrollment Form and PHLOTE (Primary Home Language Other Than English) form.
- Sends names of arriving PHLOTE students to District Office for records search.
- Assesses PHLOTE students for English proficiency according to Arizona Department of Education regulations and for possible program placement.
- Works with compliance instructional assistants to coordinate and administer assessments and reassessments of all EL students, including AZELLA and state assessments.
- Provides parental notification to parents of EL students regarding program placement.
- Collects data, organizes and maintains accurate student records and updates all ILLPs paperwork including EL files on a quarterly basis.
- Monitors student placement and progress. The employee must utilize test data to determine learning priorities, identify students' strengths and weaknesses and share information on individual students with teachers.

- Follows monitored students' progress for two years after their exit from the EL program, uses grades, district assessments and state assessments to monitor progress.
- Identifies monitored and current EL students who qualify for Compensatory Education. WICPs must be written, signed by parents and placed in the student's cumulative file.
- Participates in Special Education IEP meetings regarding EL students and refers student concerns to the appropriate resources.
- Completes assigned tasks and projects in a competent and timely fashion.
- Coordinates and communicates daily schedule with assigned principal, teachers and ELD Coach/Specialist.
- Attends pre-service workshops, professional conferences/staff development and district EL meetings to improve teaching performance.
- Evaluates, collaborates with and schedules ELD Instructional Assistant.
- Helps Instructional Assistant schedule individual EL students for academic support.

INSTRUCTION

- Creates a classroom environment conducive to learning by utilizing differentiated instruction to meet the needs of all EL students
- Provides small group grammar instruction aligned to ELP Standards as needed to support language acquisition.
- Push-in or pull-out EL students for additional help when needed based on student data.
- Schedules Instructional Assistants to provide additional academic support.
- Displays understanding of the different approaches to student learning and collaborates with classroom teacher to align with instructional goals.
- Plans a program of study to meet the needs, interests, and abilities of each EL student.
- Utilizes technology in developing curricular, instructional, and assessment strategies.
- Collaborates with other members of the staff in planning instructional goals, objectives, methods, and selecting materials, to align with state standards and student language levels. The employee must employ a variety of instructional strategies and media consistent with the needs and capabilities of the individual students.

PROFESSIONAL DEVELOPMENT

- Collaborates with ILLP to provide SEI Strategies and accommodations.
- Provides Professional Development for ILLP and/or general education teachers.
- Assists the staff in understanding and aligning ELP Standards and performance indicators with curriculum content.
- Meets and collaborates with classroom teachers quarterly to offer interventions and strategies so students can be successful in the classroom and be college or career ready.
- Recommends adjustment in curricular, assessment and instructional strategies resulting from the analysis of data.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Adheres to legal and procedural guidelines (i.e. Board Policy, EL, and Special Education).
- Meets all professional obligations, responsibilities and deadlines.
- Communicates and responds in a competent and timely fashion.
- Applies knowledge gained from professional development activities.
- Demonstrates professionalism at all times.
- Follows all administrative procedures and policies of the school and district.
- Works cooperatively with all staff members.

SUPERVISORY RESPONSIBILITIES:

- Addresses complaints and resolves problems.
- Serves as a teacher coach/mentor in support of content area teachers.
- Supervises and evaluates assigned Instructional Assistants.
- Collaborates with teachers in contact with ELD Instructional Assistants of duties, responsibilities and evaluation of work performance in accordance with the organization's policies and applicable laws.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Has knowledge of state and federal laws regarding EL students.
- Has knowledge of appropriate assessment, placement, instructional and transition processes for EL students.
- Has knowledge of best practices/strategies for teaching EL students.
- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.
- Must meet all NCLB (Highly Qualified) qualifications.
- Bilingual, ESL Provisional or Full Endorsement, preferred.

EDUCATION AND/OR EXPERIENCE:

- Must earn a Bachelor's degree (BA) from a four-year college or university.
- Must have experience in the teaching of LEP (Limited English Proficient) students.

LANGUAGE SKILLS:

- Bilingual preferred or working knowledge of a second language other than English.
- Strong ability to read, analyze and interpret state standards and student data, general business periodicals, professional journals, technical procedures, or governmental regulations.
- Demonstrates the ability to write reports, formal correspondence and procedure manuals.
- Demonstrates the ability to effectively present information and respond to questions from groups of managers, students, parents, school/district staff, clients, customers and the general public.
- Ability to modify content vocabulary/idiomatic expressions that may impede comprehension.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.