

North Monterey County Unified School District

POSITION DESCRIPTION

Position Title: **English Language Learner Specialist**
Salary: Certificated Salary Schedule
Reports to: Principal, Curriculum and Instruction Department

SUMMARY:

The English Language Learner Specialist-provides support to the English learner program and assists the school in providing services that are academically, culturally, and linguistically responsive to English learner needs.

Nature and Scope: Provides intensive, direct support to teachers, principals and other school personnel in all aspects of the program for English learners. Supports the District's mission, vision and goals.

Distinguishing Characteristics: Successful teaching experience with English learners and experience with standards based instruction, utilizing effective instructional practices that promote the success of English learners.

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Works with school site leadership and staff members and Curriculum and Instruction department to plan, organize, and promote various activities regarding the support of English learners to include the implementation of the English Language Development Standards, the Common Core State Standards and the State curriculum frameworks
2. Develops, facilitates and provides related training
3. Assist school site staff in English Learner program development, implementation and evaluation
4. Serves on appropriate committees and works groups
5. Consults on curriculum development and material selection aligned with state ELA/ELD frameworks
6. Assists with student performance assessments and testing
7. Acts as an advocate for appropriate curricular changes and modifications
8. Coordinates and administers state and federal required language assessments
9. Works with staff to ensure students' appropriate program placement and fulfills parent notification and legal requirements
10. Plans, coordinates and facilitates grade level team and collaboration meetings, as appropriate
11. Acts as a resource to teachers by providing additional research-based strategies and materials for use in the classroom by teacher and other staff whom deliver services to English learner students
12. Participates in Instructional Rounds and coordinates sharing of feedback for the purposes of improving instructional practices
13. Supports and ensures full implementation of the District's adopted core reading/language arts program, any alternative Spanish format, and/or the

- intensive interventions programs for the purpose of supporting English learner achievement
14. Provides direct coaching support to classroom teachers on implementation of the ELD standards and the Common Core State Standards for core subject areas and intervention program
 15. Be involved in, and knowledgeable of, the instructional delivery of the adopted program and appropriate modifications needed to serve English learner students who are also needing specific special education instructional settings
 16. Meet as needed with English learner students to provide assessment and related academic support
 17. Coordinate and facilitate student study teams and language review team meetings with teachers and parents.
 18. Assist in development and coordination of written communications to and from parents of participating students
 19. With support from site principals, conduct English Language Advisory Committee (ELAC) meetings and provide training to parent members
 20. Perform other non-instructional duties as assigned, according to District policies and procedures.

Professional Activities and Growth:

1. Maintain professional competence through participation in in-service education activities provided by the District and in self-selected professional growth activities.
2. Participate in school faculty meetings and committees.

QUALIFICATIONS

Education:

- Bachelor's degree from an accredited college or university.
- Valid California teaching credential authorizing service in the area of responsibility.
- English Learner Authorization (CLAD/BCLAD) and NCLB Compliance

Experience:

- Minimum of 4 years of successful classroom teaching experience working effectively with English learners
- Experience with the effective use of technology in the classroom
- Previous experience in curriculum development, coaching, facilitating and presenting to other classroom teachers

Knowledge of:

- Language and cultural competency to effectively communicate with parents and students who are not English speakers
- Ability to understand, analyze and interpret student performance and program data as it relates to English Language Development.
- Technology and computer software applications relative to instruction.
- Effective teaching strategies to ensure learning progression of English learners
- District policies and procedures that govern program and curriculum.
- The California Standards for the Teaching Profession.

Ability to:

- Accept individual differences in students and parents. Understand and be sensitive to those of culturally and linguistically diverse backgrounds.
- Demonstrate strong interpersonal skills using tact, patience and courtesy.
- Establish and maintain cooperative relationships with students, school personnel, parents, vendors, co-workers and the public.

- Communicate effectively in the English language both orally and in writing.
- Organize work, programs and activities to meet schedules, timelines and deadlines.
- Maintain accurate, up-to-date, and organized record-keeping and writes uses report-writing techniques, Maintain confidentiality regarding student records
- Work independently with appropriate direction; be reliable, self-directed, and self-motivated.
- Be creative and flexible in meeting the diverse needs of students and parents.
- Analyze situations accurately and adopt an effective course of action.
- Use initiative and judgment in discussing problems with the public and District staff, involving office practices and policies.

Licenses and Certificates:

- Possession of a valid Class C California driver's license (as appropriate to the assignment).

DESIRABLE QUALIFICATIONS:

- Ability to speak a language in addition to English

PHYSICAL REQUIREMENTS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone and business machines and related equipment; vision sufficient to read printed materials, hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach overhead, climb and move in an emergency situation; physical mobility sufficient to move about the work environment (office, district), drive an automobile and respond to emergency situations; physical strength sufficient to lift 20 pounds alone and more with a two-person lift; physical stamina sufficient to sit for prolonged periods of time; physical tolerance to be exposed to dust pollen, specific agents/chemicals, cleansers, unpleasant smells; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

This job description is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by the supervisor or other management

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works indoors and may occasionally work outdoors. The noise level is usually mild to moderate.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed. Individuals holding this position may perform additional duties and additional duties may be assigned.

Board Approved: May 1, 2014