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| Job Title: | English Language Learner Specialist | Wage/Hour Status: | Exempt/195 Days |
| Reports To: | ELL Director | Pay Grade: | Title III funded |
| Dept. /School: | Curriculum & Instruction | Date Revised: | May 26, 2011 |

Primary Purpose:

Provide leadership in the design, revision and implementation of Bilingual and/or ESL Curriculum, PK-12. Provide teachers of English Language Learners (ELL) training necessary to meet State and District instructional ELL goals. Maintain accurate records as required to support federal funding. Comply with NCLB requirements for the grant and perform job duties that are solely dedicated to the Title III program.

Qualifications:

Education/Certification:

Certified ESL and/or Bilingual Teacher
Bachelor's Degree/Master's Degree Preferred

Special Knowledge/Skills:

Demonstrates working knowledge of curriculum, ELL instructional methods and integration
Specific knowledge of Bilingual and ESL laws, policies, procedures and effective teaching practices
Ability to plan and conduct staff development
Excellent communication and inter-personal skills
Bilingual (Spanish/English) preferred

Experience:

At least three (3) years successful experience as a teacher of English Language Learners

Major Responsibilities and Duties:

1. Trains and supports the implementation and coordination of the elementary/secondary ELL program as assigned.
2. Trains and supports teachers of ELL in instructional planning, classroom management procedures, record keeping, and diagnostic procedures.
3. Trains and supports new and/or inexperienced Bilingual/ESL teachers in the initial set-up of their classrooms, lesson plan books, grade books, etc.
4. Visits and supports Bilingual and ESL classrooms on a regular basis.
5. Provides staff development and targeted training to include demonstration teaching in Bilingual and ESL classrooms on a regular basis.
6. Assists the ELL Director in directing, sequencing and implementing Bilingual and ESL instructional programs, PK-12.
7. Assists curriculum coordinators in the design and implementation of staff development opportunities which integrate ELL strategies into the curricula.

8. Train and support content sheltered instruction and ESL TExES preparation instruction on a continual basis.
9. Ensure that appropriate support services are made available to students who are ELL.
10. Performs other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Computer, printer, projector, scanner, CD-RW, digital camera, various technology.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent district-wide travel.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required. Title III funded positions may perform no duties outside the intent of the Title III program.