

Job Description

Title: District English Language Learner (ELL) Support Specialist

Reports to: Coordinator of Special Programs

General Summary: The District ELL Support Specialist works collaboratively with other instructional personnel, including classroom and ELL teachers, teacher leaders, and principals to promote and support English Language Development instruction and assessment of identified English Language Learners. The ELL Support Specialist may also provide direct services to students. Activities include collaborating with classroom teachers, ELL teachers and other specialists to plan and deliver lessons, coordinating and administering formative and summative assessments, supporting the development and implementation of the ELL Program Standards and curriculum, coordinating parent engagement activities, providing professional development, completing documentation required for compliance with NCLB Title III and NDE Rule 15, and attending district ELL meetings and professional development offerings.

Essential Functions May Include:

1. Demonstrates the leadership skills necessary to work collaboratively and effectively with instructional personnel and promote the written, taught and assessed English Language Development curriculum .
2. using standard or digital resources.
3. Demonstrates knowledge of first and second language acquisition theory.
4. Demonstrates knowledge of second language learning patterns and best practices in English language development.
5. Demonstrates the knowledge and skill necessary in evaluating individual learning styles and behavior needs, which results in monitoring and planning for an appropriate learning plan for individual students.
6. Demonstrates the knowledge and skills necessary to plan and deliver lessons in English Language Development.
7. Collaborates with classroom teachers and specialists to ensure achievement of ELLs across content areas.
8. Administers formative and summative assessments to monitor progress and ensure student achievement.
9. Reflects an awareness and acceptance of cultural differences exhibited by the students and their families.
10. Possesses those characteristics necessary for acting as an advocate for limited English speaking students within the school system.
11. Coordinates parent engagement activities.
12. Provides professional development activities which promote understanding of best instructional practices for English Language Learners.
13. Completes documentation required for compliance with NCLB Title III and NDE Rule 15.
14. Coordinates district ELL meetings and professional development offerings.
15. Performs other duties as assigned.

LENGTH OF CONTRACT: Teacher's contract

SALARY: Teachers' Salary Schedule

Qualifications:

1. Education Level: Bachelor’s Degree required.
2. Certification or Licensure: Valid Nebraska Teaching Certificate. It is preferred that the teacher be endorsed by the State of Nebraska to teach the particular subject of the assignment.
3. Experience desired: Teaching experience preferred.
4. Other requirements: Possess skills that will enable the teacher to perform the required responsibilities. Physically able to perform required responsibilities. Must be fluent in English (NCLB Title III § 1414(c)(19)).

Special Requirements:

	<u>Occasional</u> <u>1 - 32%</u>	<u>Frequent</u> <u>33 - 66%</u>	<u>Constant</u> <u>67% +</u>
1. Standing		x	
2. Walking		x	
3. Sitting		x	
4. Lifting <u>25</u> lb max	x		
5. Carrying <u>100</u> feet	x		
6. Pushing / Pulling	x		
7. Climbing / Balancing	x		
8. Stooping / Kneeling / Crouching / Crawling	x		
9. Reaching / Handling	x		
10. Speaking / Hearing			x
11. Seeing / depth perception / color			x

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and building principal (or superintendent).

Employee Signature: __

Date: __

Supervisor Signature: __

Date: __

Revised: 11/22/16

Millard Public Schools