

Job Description

USD 265 – Goddard Public Schools

POSITION: ELL Specialist

RESPONSIBLE TO: Assistant Superintendent for Academic Affairs

EVALUATED BY: Principal

TERMS OF EMPLOYMENT: Certified, 186 Day Position

JOB DESCRIPTION: Under the direct supervision of the principal, the teacher is responsible for the learning activities that meet the learning needs of the children that have limited English proficiency. The teacher will establish a collaborative relationship with families that will assist in preparing children for school. Performs other duties as assigned by the Assistant Superintendent for Academic Affairs, the Superintendent, or the Board of Education.

PROFESSIONAL AND INSTRUCTIONAL DUTIES:

- 1) Assist in the identification of students without English as a first language and assess their learning needs
- 2) Administer the KELPA and the KELPA-P for placement
- 3) Work with the Administration and Counselors in creating a flexible schedule to serve children in the building
- 4) Serve on the ELL team at every building assigned for program development and contribute to monitoring and recommendations
- 5) Manage the ELL plans for children assigned.
- 6) Attend appropriate SIT, IEP and other meetings dealing with program children.
- 7) Update the ESOL data fields as a part of children's data
- 8) Assist in assigning appropriate accommodations for ELL students for state assessments.
- 9) Store and handle all ELL active student purpose folders
- 10) Write brief prescriptions to give regular classroom teachers to assist with instruction in the classroom
- 11) Oversee paraprofessionals and provide appropriate learning activities to be carried out with assigned children
[document weekly meetings with them and evaluate]
- 12) Coach teachers as appropriate to better assist ELL students
- 13) Work collaboratively with other ELL teachers, the At-Risk Four Year Old Teacher and the Parent as Teacher personnel to assist families in services related to language and or school success.
- 14) **[Conduct an active parent involvement program at each school assigned]**
- 15) **[Maintain all documentation required by state ESOL and Title III guidelines]**
- 16) Perform other duties as assigned by the supervisor.
- 17) Any certified teacher may be assigned to any classroom for which his/her license qualifies him/her, if such an assignment is deemed by the district or school administration to be in the best interest of the school/district program.

REQUIRED QUALIFICATIONS:

1. Appropriate teaching degree and licensure in ELL.
2. Possession of valid Kansas teaching license

ATTENDANCE REQUIREMENTS: The school calendar is established by the school district.

PERFORMANCE ASSESSMENT:

Performance will be assessed by the building administration in accordance with district and state policies and approved procedures.

All duties and expectations for this job description will be in compliance with the teacher's contract and negotiated agreement.

I have received and read this job description.

Teacher's Signature

Date

Assistant Superintendent for Academic Affairs Signature

Date