

CAMPBELL COUNTY SCHOOLS
Certified Job Description

TITLE: English Language Learner Specialist

QUALIFICATIONS:

1. Holds a bachelor's degree or higher as well as KY certification for teaching English as a Second Language
2. Has demonstrated the ability to work effectively with students, peers, and adults.
3. Has demonstrated ability to communicate effectively with students, parents, staff, and community.
4. Has demonstrated strong skills and ability in Reading, Writing, and Literacy skills.

REPORTS TO: Associate Superintendent and/or Building Principal

JOB GOAL: To facilitate, guide and direct an effective content-based English Language Learner instructional program in the Campbell County Schools, working with all stake holders to assure student success.

PERFORAMNCE RESPONSIBILITIES:

1. Implement and conduct the assessment of all Limited English Proficient (LEP) students including WIDA and ACCESS testing as required by legislation
2. Understand and implement ELL standards and academic content standards for LEP students
3. Support student learning by providing resources and instructional strategies for the classroom teacher.
4. Provide support and training as needed to ensure necessary alignment of teaching and learning with English Language Proficient standards
5. Develop, support in monitoring, and document Program Service Plans (PSPs) for all ELL students
6. Assist in the communication with parents through translated report cards, notes, conferences and other means to discuss pupil's progress and interpret the school program. This may be accomplished with assistive technology or translator services as required to support student progress and family engagement
7. Assess the learning needs of students on a regular basis through communication with the teacher, parents, observations, and assessments.

8. Establish a working relationship with all classroom teachers to ensure implementation of instructional strategies that will meet the individual needs, interest and abilities of all LEP students.
9. Collaborate with all classroom teachers to suggest, plan and help implement strategies that will benefit LEP students in the classroom including methods of differentiating instruction as well as appropriate accommodation and modifications, grouping, and assistive technology
10. Select, requisition, and maintain required inventory records of all instructional materials.
11. Complete and submit all necessary reports
12. Provide necessary Professional Development to staff regarding ELL strategies, programs, etc.
13. Maintain professional knowledge of current literature related to assignment, including knowledge of state and federal law, ELL program requirements and legislation, Board policy and administrative regulations.
14. Perform other duties consistent with the position assigned as may be requested by the supervisor.

TERMS OF EMPLOYMENT:

Work schedule to be established.
(See board approved scheduling)
Salary as established by the Board of Education.