



## Crete-Monee School District 201-U

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### **JOB DESCRIPTION**

#### **TITLE: High School – ELL Classroom Facilitator**

#### **Purpose Statement**

As an ELL Teacher, you will design and implement language instruction, provide support and guidance to ELL students, and collaborate with other teachers and staff to create a positive learning environment. You should be knowledgeable in language acquisition, be patient, and have excellent communication skills.

#### **Reports To**

Principal

#### **Essential Function**

- Design and implement effective language instruction tailored to the needs of English Language Learners (ELL) in middle school.
- Provide support and guidance to ELL students in various subject areas, as directed by classroom teachers.
- Collaborate with classroom teachers and other staff members to integrate language support into classroom activities and assignments.
- Assess the language proficiency of ELL students using appropriate assessment tools and adjust instruction accordingly.
- Monitor and track the progress of ELL students, communicate with classroom teachers and parents/guardians regarding student performance and language development.
- Create a supportive and inclusive learning environment that fosters the academic and socio-emotional growth of ELL students.
- Stay current with best practices in language acquisition and instructional strategies for ELL students.
- Participate in professional development activities related to language instruction and cultural competency.

#### **Job Responsibilities**

- Provide direct language support to ELL students in various subject areas, including but not limited to English language arts, math, science, and social studies.
- Adapt instructional materials and resources to meet the diverse needs of ELL students.
- Collaborate with content area teachers to modify curriculum and assessments for ELL students.
- Foster a culturally responsive classroom environment that values the linguistic and cultural backgrounds of ELL students.
- Communicate regularly with classroom teachers, administrators, and parents/guardians regarding the progress and needs of ELL students.
- Participate in Individualized Education Program (IEP) meetings and provide input on accommodations and goals for ELL students with disabilities.
- Assist with the coordination of language proficiency assessments and data collection for ELL students.

### **Job Requirements: Minimum Qualifications**

- Bachelor's degree in Education or related field and an ELL endorsement.
- Valid teaching certification/license.
- Experience working with English Language Learners in an educational setting.
- Knowledge of language acquisition theories and best practices for teaching ELL students.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with a diverse team of educators and support staff.
- Patience, empathy, and flexibility in working with students from diverse linguistic and cultural backgrounds.

### **Job Requirements: Skills, Knowledge and Abilities**

- Proficiency in a second language (preferred but not required).
- Familiarity with technology tools and resources for language instruction.
- Strong organizational and time management skills.
- Ability to analyze student data and adjust instruction accordingly.
- Commitment to ongoing professional growth and development.

### **Physical Requirements**

This job requires light physical exertion, including:

- Exerting up to 20 pounds of force occasionally
- Exerting up to 10 pounds of force as frequently as needed to move objects
- Ability to move throughout the building and the building site as needed

### **Terms of Employment**

This position follows the CMEA teacher's contract. Lane one, step one and up to 16 years teaching experience given, additional monies to commensurate with education. Single HMO medical, dental, and life insurance are paid by the Board of Education. Benefits subject to change per the CMEA bargaining agreement. All other benefits determined by the Board of Education.

### **Classification**

This position is classified as a non-union, exempt, Assistant Principal position.

### **Evaluation**

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.