JOB DESCRIPTION

Department: Department of Youth Services Education Initiative
Title: Teacher-English as a Second Language Teaching Specialist
FLSA Status: Exempt
Supervisor: Title I & Targeted Learning Supports Coordinator
Salary: Union Scale

Qualifications:
- Bachelor’s Degree
- Valid Massachusetts Teaching License in ESL
- Bilingual (Spanish/English)
- Commitment to ensuring academic success for all students
- Ability to read, interpret, and apply student performance data to instructional planning and execution
- Strong written and verbal communication skills; excellent teamwork skills
- Demonstrated ability in establishing and maintaining constructive relationships
- A sensitivity to the development stages and well-being of English Language Learners
- Experience incorporating current and emerging technology into the classroom environment

Preferred Qualifications:
- Experience working in an urban setting
- Experience working with diverse student populations

ESSENTIAL FUNCTIONS:
Direct Instruction
- Plan, organize, and provide instruction in English that meets state and federal standards
- Address all aspects of communication through appropriate instruction that develops each student’s ability to read, write, speak, and listen in the appropriate content area
- Be able to administer intake and/or interpret intake data in order to determine language proficiency
- Diagnose and prescribe English as a Second Language instruction for individual or small group instruction
- Provide targeted English as a Second Language supports for students with identified need
- Be able to implement research-based reading curricula.
- Be able to incorporate technology into English as a Second Language instruction.
- Track student progress using a variety of informal inventories.
- Work with site education team and other building staff in coordinating a schedule for delivering ESL services.
- Deliver ESL services to students and technical assistance at various work locations throughout Massachusetts.
- Prepare progress reports on EL students as required for student conferences, and district level reporting
- Co-plan and co-teach lessons when appropriate
Assessment

- Be able to administer Massachusetts State Assessments including MCAS and WIDA ACCESS for English Language Learners
- Be willing to learn and administer, score, and interpret the following tests given in DYS: General Assessment of Instructional Needs (GAIN), Wide Range of Achievement Test (WRAT), and WIDA Access Placement Test (W-APT).
- Share student data at Learning Teams and other student team meetings and staffings

Technical Assistance and Consultation

- Research and provide information and leadership regarding a range of effective and innovative ESL practices through activities such as:
  - individual support sessions
  - co-planning with content teachers
  - modeling strategies for literacy across the content areas
  - interpretation of assessment results and sharing data at Learning Teams
  - providing ‘mini’ PD sessions on literacy initiatives in DYS and other best practices to site based teachers
  - facilitating ‘gradual release’ of the implementation of literacy initiatives and reading strategies to teachers in DYS.
- Remain current and communicate the latest research on English as a Second Language instruction and the adolescent learner to teachers and administrators
- Provide direct support to teachers addressing appropriate SEI strategies and modifications to lesson plans and mini units at multiple work locations throughout Massachusetts.
- Assist in the evaluation and selection of supporting materials.
- Actively make recommendations to parents, families, guardians, and community groups

Other Professional Expectations

- Participate in all staff development indicated by supervisor
- Collaborate with site team in scheduling, integration of curriculum, and program procedures
- Create a classroom environment that is supportive and conducive to learning
- Pre and post test students as required by Title I mandates and supervisor and maintain student progress data as determined
- Complete and submit appropriate reports and input data as required by DYS & Title I in multiple platforms (e.g. Aspen, JJEMS)
- Develop and maintain personal professional development plan
- Maintain effective/positive relationships with C.E.S., DYS, Vendors, Comm Corp., and all other colleagues and supervisors
- Maintain confidentiality of students, teachers, and classrooms
- Maintain paperwork consistently, appropriately and in a timely manner
- Willing and able to travel to designated locations throughout the state
- Comply with all policies and procedures of host agency
- Assume any additional responsibilities as directed by the Executive Director

Physical Demands:

- Ability to multi-task and respond to demanding job duties with a positive mindset
- Must be able to regularly move throughout the classroom, to and from office and classroom locations and ability to access file cabinets, office equipment, etc.
Requires frequent face to face communication with students, colleagues and collaboration partner agency personnel

**Work Conditions:**
- Ability to handle interruptions and maintain productivity
- Ability to work with diverse personalities
- Skilled in working both independently and collaboratively
- Work is performed in locked, residential treatment facilities for youth placed in DYS care and custody. Significant daily interaction with youth who may present with a range of significant and ongoing challenging behaviors during their rehabilitative treatment, such as verbal and physical threats. High stress may be present
- Work is performed at a variety of work locations and this position requires the ability to drive to different sites throughout the state on a regular basis and must maintain a valid Massachusetts driver’s license

**Terms of Employment**
- 185/187 days, Monday through Friday – C.E.S./DYS School calendar – September –through June
- 8 hours per day with benefits according to C.E.S. Personnel Policies; Limited evening hours
- Full benefits package as outlined in the CES Personnel Policy

The Collaborative for Educational Services is committed to diversity and inclusion. We welcome all applicants. We adhere to all laws ensuring Equal Employment Opportunities and hire qualified personnel regardless of race, religion, color, creed, national origin, disability, sex, gender identity or sexual orientation. EOE/AA/A.