

## **Community Consolidated School District 21 Job Description**

### **Middle School Language Services Teacher Facilitator**

**Supervisor:** Middle School Principal  
Director of Language Services

**Employee Group:** Teacher

**Licensing Expectations:**

- Professional Educator License required
- ESL Endorsement Required
- Middle School Language Arts/Reading and or Math Endorsement Preferred
- Bilingual Endorsement (Spanish or Russian Language) Preferred
- Quality teaching experiences in a bilingual/ESL program (minimum of 3 years) required
- Experience with leadership and professional development preferred

### **Purpose**

The Middle School Language Services Teacher Facilitator provides leadership in curricular and instructional support consistent with the school and district's vision and mission for the professional learning community focusing on English language learners. The teacher facilitator will teach a reduced load of courses to support new to the country students emergent in English language proficiency. The LS Teacher Facilitator will provide leadership in enhancing practices to support English language learners in the school building in collaboration with colleagues in various academic departments. Additionally, the LS Teacher Facilitator will support the implementation and coordination of language screenings and tasks related to the Language Services department and in compliance with state requirements. The LS Teacher Facilitator will meet with the Language Services Director once a month in a middle school focused cross-district team setting, as well as, monthly during the Language Facilitators PLC after school hours.

### **Essential Functions**

- Participates in district-wide curriculum development and adjustment with the Director of Language Services and other members of the Department of Equity and Learning.
- Co-plans and co-teaches with individual teachers and school based teams to provide instructional support, resources and opportunities to ensure all staff are meeting the needs of English Learners.
- Supports individuals and teams of educators at the middle school with tools and resources that increase students' access to core instruction in L2 and L1, when appropriate, following second language acquisition progressions.
- Along with the Director of Language Services and other members of the Equity and Learning team, supports the development, review, adjustment and implementation of curricular frameworks at the middle school level to align to WIDA 2020 English Language Development Standards.
- Develops goals with individuals or teams of teachers to provide opportunities to refine and improve instructional skills.
- Provides professional development training sessions that include professional study, demonstration, practice and feedback to personnel throughout the school, especially new EL staff, staff in other roles who are new to the school, as well as, those embarking on new roles in the school supporting English language learners.
- Promotes improved school performance by focusing on specific building and district goals in partnership with building administrators and cross-curricular departments.
- Serves as a resource for all school staff regarding English Learners.
- Supports the MTSS process.
- Assists the organization and oversight of the assessment program for English Language Learners in the school (including, but not limited to, language proficiency tests, local/state assessments).
- Participates in administering district assessments to gain deeper understanding of student strengths and areas of focus for instruction.

- Collaborates with teachers and administrators on the efficient collection of assessment data, the analysis of such data, and the use of this data to inform instruction as it relates to multilingual learners.
- Develops and implements parent involvement projects with the Director Language Services at the school level
- Supports communication with parents of students from linguistically diverse backgrounds

#### **Other Functions**

- Completes organizational and clerical tasks related to assigned responsibilities.
- Performs other duties and responsibilities as assigned.

#### **Job Requirements**

Specific skill and knowledge-based competencies required to satisfactorily perform the functions of the job include:

- District's curriculum and assessment systems for all students, and how the bilingual/dual/ESL curriculum and assessment system forms a part of the larger system
- Federal, state, and district policies, regulations and laws pertaining to job functions
- Understanding of WIDA 2020 English Language Development Standards
- Preparing and maintaining accurate records
- Business appropriate grammar and punctuation in English (Spanish or Russian if applicable)
- Reading/writing and spoken fluency and comprehension in English (Spanish or Russian if applicable)
- Basic mathematical skills (addition, subtraction, multiplication, division)
- Safety practices
- Operation of standard office equipment including using pertinent job-related software applications

Specific ability-based competencies required to satisfactorily perform the functions of the job include:

- Demonstrating a positive professional approach to the Title III Programs and to Bilingual/Dual/ESL Curriculum
- Maintaining high standards of confidentiality
- Communicating tactfully and courteously with diverse groups
- Effectively presenting information in one-to-one and group situations
- Working independently, staying focused on tasks, and assuming responsibility for assigned projects and duties
- Maintaining accuracy of work products
- Demonstrating fiscal responsibility
- Adapting to changing work priorities
- Working collaboratively as part of a team
- Demonstrating behavior which promotes positive relationships
- Respecting opinions of others
- Demonstrating the ability to manage conflicts
- Maintaining professional integrity

Specific physical ability-based competencies required to satisfactorily perform the functions of the job include:

- Completing tasks using fine finger dexterity
- Utilizing computer keyboards and screens to enter, retrieve, and transform information or data

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.