



## DOWNINGTOWN AREA SCHOOL DISTRICT POSITION DESCRIPTION

**TITLE:** English Language Development (ELD) Specialist  
**DEPARTMENT/GROUP:** Professional/DAEA  
**REPORTS TO:** Building Principal

**DATE:** July 2025  
**LOCATION:** District by Building  
**FLSA:** Exempt

**JOB SUMMARY:** The ELD Specialist assesses and identifies students eligible for the ELD program. The ELD Specialist assists in the development of skills necessary for the acquisition of English to ensure that limited English-speaking students achieve maximum benefits from their educational opportunities.

**ESSENTIAL FUNCTIONS:** *Employee must have the ability to perform the following essential functions on a timely basis with or without reasonable accommodations.*

1. Identifies ELD students' academic and social needs based on test results, grades, staff, and parent/guardian recommendations, acculturation, and history.
2. Administers appropriate screening instrument to ELD students to determine listening, speaking, reading, writing, and composite levels of students.
3. Conferences with supervisor, principal, staff, and parents/guardians regarding ELD students.
4. Teaches the skills necessary for the acquisition of English at each individual student's pace, taking into consideration ability, achievement, history, and motivational factors.
5. Assists mainstream classroom teachers in adapting plans, assignments, and assessments.
6. Confers with counselor regarding course selection for identified students to ensure proper accreditation to graduate.
7. Collects, maintains, and submits required data for required reports to coordinator, principal, and supervisor when requested.
8. Attends conferences and meetings regarding ELs with appropriate district personnel supplying expertise, data, and information when necessary.
9. Supports ongoing communication among families, school, and staff.
10. Shares knowledge of language acquisition and cultures for staff members through professional development and learning.

*This position description does not express or imply that these are the only duties to be performed by the incumbent(s) in this position. Employee(s) will be required to complete other job-related duties requested by the supervisor.*

**ADDITIONAL FUNCTIONS:** *In addition to the foregoing essential job functions, the employee is required to perform the following additional duties, unless such a duty cannot be performed with or without reasonable accommodation.*

1. Involvement in activities and or events to support students as outlined in current bargaining unit agreement.
2. Other duties as may be assigned.

**QUALIFICATIONS:** *To successfully perform this position, a person must be able to perform each primary duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skills, and/or ability necessary.*

1. Candidate must be a graduate of an accredited college or university and hold a proper Pennsylvania certification for the position
  - Valid PA instructional certification
  - English as a Second Language Program Specialist Certification
2. Demonstrates knowledge in the area of assignment.
3. Possesses a positive attitude toward the teaching profession, service to the district, and importance and purpose of the education program
4. Proficiency in use of technology for individual or group demonstration, research, or communication
5. Must be flexible to accommodate needs of students, parents, and other teachers throughout the district
6. Possesses effective interpersonal skills with the ability to interface diplomatically with teachers, administrators, parents, students, and outside organizations
7. Exhibits excellent classroom management skills

8. Demonstrates effective communication skills to provide accurate information to others and to obtain, give, and follow directions
9. Demonstrates ability to provide good judgment, planning, and human relations skills, as well as be required to work under periods of stress due to the level of the position responsibility
10. Must successfully complete and maintain compliance with all federal and state background and criminal record check requirements
11. Candidate must adhere to all local, state, federal, and school code requirements for employment

**PHYSICAL REQUIREMENTS:** *The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. While performing the duties of this job, the employee is required to maintain a stationary position and move about to access multiple classrooms, file cabinets, office equipment, etc.
2. The position requires the employee to frequently operate a computer and other office and classroom equipment such as a copy machine, fax, printer, overhead, and Smart Board
3. Ability to lift and/or exert up to 20 lbs. of force to occasionally move objects
4. The position requires meeting deadlines with severe time constraints, interacting with staff and the public, and occasional irregular or extended work hours
5. This job requires the ability to observe, inspect, identify, and determine accuracy of written documentation and fine details.
6. Some/occasional local travel may be necessary: Must be able to provide own transportation to school related functions/meetings, community agencies, and schools throughout our service area
7. The employee is frequently required to communicate and interact in person and by phone or e-mail with the public, students, parents, staff, other administrators, board members, and community agencies
8. Additional physical requirements may be necessary based on content area teaching

**NOTICES:**

1. Performances of this position will be evaluated in accordance with provisions of the Board's policy on the Evaluation of Personnel
2. The School District retains the right to change this job description at any time for any reason, with or without advance notice
3. The School District retains the right to assign such additional duties as may be necessary for the efficient or effective operation of the School District
4. The School District retains the right to change the qualifications for the job
5. The School District retains the right to waive the necessity for any applicant or employee to have all required qualifications

I have read and understand the expectations contained in this position description.

Position Holder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

A copy of this form may be obtained in the Human Resources Department.  
The Downingtown Area School District is an equal opportunity employment, educational, and service organization.