

# DISTRICT 112 – THE SCHOOLS OF EASTERN CARVER COUNTY

## Position Description

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> <i>English Language Development Teacher</i>	<b>Department / Building:</b> <i>Teaching &amp; Learning</i>
<b>Reports to:</b> <i>Teaching &amp; Learning Supervisor, Building Principal</i>	<b>FLSA Status:</b> <i>Exempt</i>
<b>Band/Grade/Subgrade:</b> <i>C-5-2</i>	<b>Bargaining/Work Unit:</b> <i>CEA</i>
<b>Tier/Lane:</b>	<b>Position Last Updated:</b> <i>05/2022</i>

### SECTION II: JOB SUMMARY

Facilitate the development of the English language for multilingual learners through co-teaching, direct instruction, assessment, and coaching.

### SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b>
<b>Percent of Time:</b>		<i>ELD Program – Staff oversight and structure.</i>

**Tasks involved in fulfilling above duty/responsibility:**

- Guide programming decisions and discussions based on building, student and staff needs.
- Recommend placement decisions and parental involvement initiative
- Collaborate with administration regarding observations related to teaching and learning.
- Lead professional development on design and implementation of district standards/guidelines including coaching and training.
- Engage in hiring process including: job posting, interviewing, bilingual assessments and decision-making
- Provide yearly staffing recommendations
- Provide support/training related to standardized testing (ACCESS/MAP/MCA)
- Train bilingual and instructional paras and help guide Intercultural Specialists
- Provide learning opportunities for mainstream and ELD teams including updates on program elements, design and best practice (WIDA standards implementation)

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b>
<b>Percent of Time:</b>		<i>Facilitate the intake/exit/progress processes for MLL students/families including language screening, analysis, placement and centralized data collection.</i>

**Tasks involved in fulfilling above duty/responsibility:**

- Guide staff through student intake/exit process
- Support student language proficiency screening

- Relay information to appropriate school administration and EL staff.

<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b>
<b>Percent of Time:</b>		<i>MLL Program Elements Local/State/Federal oversight and structure</i>

**Tasks involved in fulfilling above duty/responsibility:**

- Responsible for all facets of Title III grant including: design and oversight of funds/program implementation/parental notice and communication
- Solicit district and state program data information as needed for ELD counts, immigrant counts, star reports, etc.
- Provide support for Translation and Interpretation Services
- Collect, organize and deliver demographic data related to culturally and linguistically diverse populations
- Oversee and structure program budget
- Collaborate with district team to employ new initiatives and district improvement plans and goals

<b>Duty/Responsibility No:</b>	4	<b>Statement of duty/responsibility:</b>
<b>Percent of Time:</b>		<i>Guide intervention and referral processes within mainstream and also Special Education.</i>

**Tasks involved in fulfilling above duty/responsibility:**

- Guide awareness of language and cultural factors influencing the intervention process
- Completion of comprehensive language evaluation
- Guide ELD staff through referral process
- Work with Special Education staff to ensure non-discriminatory process
- Provide insight regarding second language acquisition to help in testing and notification

***Other Duties as Assigned***

**SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES**

- Organizational skills to direct clerical support.
- Knowledge of Second Language Acquisition, both theory and application
- Organizational and administrative skills to lead other staff members
- Knowledge of mainstream expectations on MLL students
- Knowledge of state and local testing and program requirements
- Knowledgeable of research based best practice
- Team player, approachable and flexible
- Cultural competence
- Strong interpersonal skills
- Knowledge of ELD population and their needs
- Regular attendance
- Personal dependability
- Positive attitude
- Knowledge of language proficiency and assessment
- Knowledge of Title III requirements
- Knowledge of procedure for translation requests
- Knowledge of pre-referral process unique to District 112
- Knowledge of expectation of district guidelines
- Ability to access the ELD team members necessary to complete an accurate referral

## **SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS**

- Valid State of Minnesota Teaching License in field applying for

## **SECTION VI: EXPERIENCE REQUIREMENTS**

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

## **SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS**

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.