

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM**  
**CLARKSVILLE, TENNESSEE**  
**JOB DESCRIPTION**

**Job Title:** English Learner (EL) Facilitator

**Department:** Instruction

**Calendar:** 260 days

**Grade:** Teacher Salary Schedule

**Job Description Date Reviewed:** May 2023

**Reports To:** EL Coordinator

**Purpose of Job**

The purpose of this job is to assist the EL Coordinator in the task of providing leadership in developing, achieving and maintaining the best possible educational programs and services for English Learners (EL).

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Works with teachers in their respective classrooms to improve the quality of instruction for English Language Learners, including training on the Tennessee ELD (English Language Development) Standards, the use of language objectives and EL best practices.
- Works with new ESL teachers to ensure their success during the first few years of teaching.
- Set up EL PowerSchool Admins access, DRC Insight accounts, and accounts for the ILP (Individual Learning Plan) software for new teachers.
- Observes teachers to determine ways to improve instruction for English learners using the Tennessee ELD Standards, language objectives, and EL best practices.
- Consult with schools regarding ELs with special circumstances including interpreting student EL records from their previous school.
- Demonstrates teaching techniques, skills and new concepts specific to the education of ELL students.
- Assists EL and other classroom teachers in selecting instruments for assessing learner needs.
- Provides tips in classroom management and discipline as needed.
- Consults and works with staff to coordinate and teach the total curriculum as it relates to ELD instruction and the use of the Tennessee ELD Standards, the use of language objectives and EL best practices.
- Provides follow-up for teachers who have participated in professional development activities to assure skills are implemented in the classroom.
- Analyzes student performance data of EL students, including State testing.
- Sets up teacher accounts for State ELP (English Language Proficiency) testing. Verifies teacher testing certifications for State ELP screener and summative testing.
- Coordinates with the assessment office the ordering of State ELP assessment materials and also conducts inventory of returned materials.
- Administers State ELP assessment on as needed basis to ensure completion of State ELP assessment within in the testing window.

- Conducts data validation after State ELP assessments to ensure that scores are calculated correctly and attributed to the correct student.
- Assists classroom teachers in identifying EL learner needs and makes recommendations to meet those needs through State mandated individualized learning plans and the use of language objectives.
- Provides information to teachers both individually and through workshops on current research in ELL education.
- Holds conferences with professional staff to enhance the quality of EL instruction.
- Assists in planning and delivering professional development training all teachers of ELs on EL best practices, the Tennessee ELD standards, linguistics, and language objectives.
- Assists in the development, selection and/or adjustment of EL curriculum and materials.
- Helps select appropriate curriculum materials for use with EL students.
- Assists in the evaluation of professional development activities.
- Understands the scheduling process and coordinates efforts to maximize the school day for ELs,
- Collaborates with the Coordinator of English Learners and other personnel to plan and organize Professional Learning Communities (PLC) for teachers of English Learners (EL).
- Provide professional learning and support to ensure state and district regulations are met. This includes but is not limited to Individual Learning Plans, scheduling, monitoring forms and student classifications.

**Additional Job Functions**

Performs other duties as required.

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**Minimum Training and Experience Required to Perform Essential Job Functions:**

- A valid Tennessee Teacher's Certificate.
- A Bachelors' degree or higher from an accredited college or university with endorsement in Teaching English to Speakers of Other Languages.
- 3 years successful experience in classroom teaching.

**KNOWLEDGE OF JOB**

- Deep understanding of scientific-based research and evidence-based practices for teaching English to English learners and assessing student progress toward achievement of benchmarks.
- Knowledge of research-based strategies in literacy.
- Detailed knowledge of the State ESL Rule and State ELP test security and accommodation requirements.
- General knowledge of content curriculum and instruction
- General knowledge of ELP assessments from other States.
- An understanding of data analysis, and its use to support literacy and language development.
- An ability to create an atmosphere of trust and collaboration among staff to promote professional growth and accelerate the achievement of English language learners.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

### **REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

**Employee's Munis Number**

**Date**