

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
Job Description

Job Title: English Language Learner (ELL) Facilitator **Department:** Instruction

Date: September, 2013

Reports To: Coordinator of Federal Programs

Purpose of Job

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

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.
- Works with new ELL teachers to ensure their success during the first few years of teaching.
- Observes teachers to determine ways to improve instruction
- Demonstrates teaching techniques, skills and new concepts specific to the education of ELL students.
- Assists ELL 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 ELL instruction.
- 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 limited English proficient students.
- Assists classroom teachers in identifying ELL learner needs and makes recommendations to meet those needs.
- Assists teachers in making appropriate modifications and accommodations for English Language Learners.
- 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 ELL instruction.
- Plans and directs professional development training to teachers.
- Assists in the development, selection and/or adjustment of ELL curriculum and materials.
- Helps select appropriate curriculum materials for use with limited English proficient students.
- Assists in the evaluation of professional development activities.
- Understands the scheduling process and coordinates efforts to maximize the school day for ELLs,
- Collaborates with the Coordinator of Federal Programs, Coordinator of English Language Learners and other personnel to plan and organize Professional Learning Communities (PLC) for teachers of English Language Learners (ELL).

Additional Job Functions

Performs other duties as required.

Terms of Employment:

Salary and work year to be established by the Board.

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.
- General knowledge of curriculum and instruction
- Conduct English language assessments, gather and assist in analyzing data, and write reports related to literacy and language.
- Create an atmosphere of trust and collaboration among staff to promote professional growth and accelerate the achievement of English language learners.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information. This includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions and methods and procedures related to maintenance operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of .

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

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

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

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment and departmentally-related equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people beyond giving and receiving instructions such as in interpreting policies, decisions and procedures. Must be adaptable to performing under considerable stress.

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.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System and transportation practices as they pertain to the performance of duties relating to the job of English Language Learner (ELL) Facilitator. Has general knowledge of practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Have good organizational, human relations and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

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.

Employee's Signature

Supervisor's Signature

Date

Date