

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

SUPPLEMENTAL INSTRUCTIONAL SUPPORT TEACHER/LEADER FOR ENGLISH LANGUAGE LEARNERS (ELLs)

QUALIFICATIONS:

1. Master's, Specialist, or PhD advanced degree from an accredited education institution
2. ESOL Endorsement or Certification
3. Minimum of three to five years teaching experience
4. Demonstrated success as an educational coach/leader in the context of EL education
5. Ability to analyze and understand data implications to guide instructional practice
6. Highly organized
7. Good communication skills with a preference for bilingual ability-preferably Spanish
8. Ability to travel within a rural district to provide student support within classroom settings

KNOWLEDGE, SKILLS AND ABILITIES:

The Supplemental Instructional Support Leader for ELLs is expected to exhibit knowledge of scientifically based research and instructional strategies to support the instruction of English Language Learner students across content areas, special expertise in foundational English language learning and second language acquisition, knowledge of WIDA English Language Development Standards, quality instruction of middle and high school / secondary students and data management skills. This instructor must have a strong work ethic and be willing to have a flexible schedule and willing to travel between assigned schools. Excellent communication skills, time management, and the ability to maintain daily documentation of time-on-task and monitor student progress and data.

REPORTS TO:

District Administration

JOB GOAL

The job will be a one year, grant funded position. The goal will be for this person to provide targeted instructional practices for ESOL students including "boots on the ground" working directly with identified ESOL students in classroom settings; working directly with teachers of ELLs to ensure differentiated instruction and assesment, and working directly with ESOL paraprofessionals to ensure targeted support and practice in the domains of listening, speaking, reading, and writing. In addition, the ESOL Instructional Leader will communicate home supports to families, participate where needed in parent-teacher conferences, provide on-going journaling and reporting for activities monitoring, to include meetings, student progress, compilation of student data reports, program usage reports, differentiated instructional plans, and travel.

SUPERVISES:

N/A

Instructional Support Teacher/Leader for English Language Learners (ELLs) (Continued)

PERFORMANCE RESPONSIBILITIES:

- (1) Review and analyze Levy County ESOL data.
- (2) Help identify high risk areas (namely middle and secondary level ELL students).
- (3) Learn about ELL students' backgrounds (first language, time in the U.S., time in the ESOL program, etc.).
- (4) Work closely with school-based ESOL Coordinators to identify struggling ELLs, to review scheduling and placement and class assignments.
- (5) Review ELL student data.
- (6) Work with bilingual paraprofessionals to gauge ELL students' language ability levels (based on WIDA proficiency levels and data).
- (7) Provide daily instructional support to struggling ELL students.
- (8) Collaborate with the teachers of ELLs and ESOL Paraprofessionals to cultivate a successful learning community to support ELL students.
- (9) Assist teachers of ELLs with differentiation for instruction and assessment.
- (10) Work with the LEA ESOL Coordinator to determine supplemental program placement appropriate for each ELL student to support skills gaps
- (11) Assist in monitoring ELL student progress in supplemental program and participation rates
- (12) Generate custom skills progress reports for ELLs working in supplemental skills programs to monitor progress and share with classroom teachers of ELLs
- (13) Work with classroom teachers to gauge ELL students' language proficiency levels (based on WIDA proficiency levels)
- (14) Assist teachers with differentiated instructional plans for struggling ELLs and with differentiated assessment options
- (15) Develop and maintain differentiated instructional plans for individual ELL students
- (16) Monitor ELL student progress toward English language proficiency throughout the year
- (17) Develop and maintain lesson plans and a daily log for documentation of daily travel, tasks, student instruction, meetings, etc.
- (18) Attend ELL parent-teacher meetings and events
- (19) Submit daily reports to the District ESOL Coordinator on a weekly basis
- (20) Work with parents of ELL students to communicate home supports
- (21) Participate in ESOL Coordinator and ESOL Bilingual Paraprofessional meetings as determined appropriate)
- (22) Plan set times to meet with the District ESOL Coordinator, ELL teachers and paraprofessionals to aid effective instruction and progress monitoring of ELL students
- (23) Provide leadership in the selection, acquisition, management, and implementation of supplemental instructional materials and resources to support ELL student achievement
- (24) Work in a constant state of alertness and safe manner
- (25) Ability to work in a constant state of alertness and safe manner.

*All of the above are Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

Instructional Support Teacher/Leader for English Language Learners (ELLs) (Continued)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement Code 10
Lane 8 of the Instructional Salary Schedule

DOE Job Code 51077

Board Approval 9/25/2018