

**ELL SPECIALIST**

**JOB SUMMARY**

Organize, coordinate, and enhance district wide ELL programs to meet the learning needs of English Language Learners.

**QUALIFICATIONS**

- Bachelor's degree
- Valid professional license with appropriate ESL endorsement
- Three years teaching experience minimum
- Such alternatives to the above qualifications as the Director of Schools may find appropriate and acceptable

**RESPONSIBILITIES/JOB DUTIES**

- Report to Title III Program Director and Building Principal
  - Assist teachers with ways to enhance and improve teaching methods and techniques for ELL students
  - Monitor and provide leadership for the continuous revising of the ELL curriculum
  - Facilitate a community and school relationship by coordinating ELL activities to promote our schools in the community
  - Provide assistance to teachers in locating materials, teaching aids, and programs for ELL students
  - Plan, coordinate, set-up, and provide staff development for curriculum related issues for ELL and classroom teachers in the school system
  - Meet with other ESL teachers and classroom teachers in order to provide insight into best practices for ELL students in the areas of listening, speaking, reading, and writing. This may include observing the teacher, modeling best practices for the teacher, and meeting on a one-on-one basis with the teacher
  - Collaborate with school administrators in the implementation of the ELL program
  - Assist the Director of Schools and senior instructional staff in the planning and implementation of district ELL improvement plans
  - Perform other duties as assigned by Associate Director of Learning or Director of Schools
  - Teach ELL students in a classroom setting
  - Contribute to a quarterly instructional newsletter containing information regarding ELL students and ways to meet their learning needs
  - Perform other duties as assigned by the Title III Program Director, Building Principal, and/or Assistant Director or Director of Schools
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