

Job Title:	Specialist, Newcomer Academy LIEP
Grade Level/Terms of Employment:	Grade 123 (260 days) (12 months)
FLSA Status:	Exempt
Work Location:	Department of Academic Programs and Support
Immediate Supervisor:	Coordinator, Bilingual and English Learners

General Description:

The Specialist, Newcomer Academy LIEP (Language Instruction Educational Programs) is responsible for supporting the implementation, monitoring, and delivery of the K-12 Newcomer Academy programs to support the success of newly arrived K-12 English learners (ELs). The Newcomer Academy programs supports ELs within sheltered instruction classrooms and co-taught content and language development courses. The Specialist also leads the analysis, reporting, and strategic use of data related to ELs' academic achievement in the Newcomer Academy programs in order to improve existing newcomer curricular materials, instructional planning processes, and instructional delivery.

Essential Duties and Responsibilities:

- Assists in the development and refinement of division-wide and school-based K-12 Newcomer Academy programming as it relates to initiatives, special projects, and graduation efforts
- Advises school leaders on the development of programmatic structures to meet federal, state, and local requirements
- Monitors the Newcomer Academy programming at the school level to ensure ELs are enrolled in appropriate coursework leading to the increase of ELs' graduation rate
- Develops, implements, and evaluates procedures to assessment the effectiveness of the LIEP curricular materials
- Tracks and monitors the completion of LIEP task timeline
- Monitors activities and evaluates the implementation and assessment of students' social and intellectual development in collaboration with Newcomer lead teachers and LIEP instructional specialists
- Assists classroom teachers with selecting, developing and implementing appropriate instructional materials and curricula for newcomer ELs
- Communicates effectively with students, families, teachers, school administration, and other stakeholders in order to establish strong partnerships
- Conducts workshops and in-service programs for building administrators, LIEP teachers, general education teachers, and other school staff on current LIEP practices and trends
- Keeps current with the literature, new research findings, and improved techniques in LIEP education
- Performs other related duties as assigned

Qualifications:

- Bachelor's degree in education or related fields required; Master's degree in education or other related fields preferred
- Postgraduate professional license with an endorsement in English as a Second Language
- Eligible to add an Administration and Supervision endorsement to current license
- Three years of related work experience

- Deep understanding of the progression of the knowledge, skills, and processes of language acquisition skills as defined in the Virginia Standards of Learning
- Ability to coach teachers in meeting the diverse needs of students, including the ability to diagnose and respond to learning gaps through differentiated instruction
- Ability to develop, monitor, and manage programs to achieve established goals and objectives
- Ability to work in a cooperative manner with a variety of diverse groups, including families, teachers, administrators, and community stakeholders
- Excellent verbal and written communication skills
- Bilingual/fluency in Spanish or other languages