

**POSITION TITLE:** Instructional Specialist – English as a Second Language

**QUALIFICATIONS:** Postgraduate professional license with an endorsement in English as a Second Language (ESL) and a minimum of five years of successful teaching experience in English as a Second Language required. Must have a thorough knowledge of the policies, principles and practices of ESL programming, collaboration, inclusive practices, and current trends in providing instruction to English Learners. Excellent communications, interpersonal, organizational, public relations and planning skills are essential. The ability to work independently and/or as a team leader to accomplish established goals and objectives is essential. Must have the ability to assist in the implementation of a division-wide professional development plan on inclusive practices, effective school-wide instructional needs. Must have the ability to provide effective direction, guidance, and support to ESL teachers, instructional assistants and other professional staff. Must be able to establish and maintain effective working relationships with staff, employees, school administration and staff, parents, and community representatives. Must be able to communicate with and work in a cooperative manner with diverse groups on staff in schools, parents, affiliated organizations and the community.

**PERFORMANCE EXPECTATIONS:** Plans, implements, monitors, evaluates, assesses, and modifies curriculum, instructional, and related programs in English as a Second Language (ESL). Organizes curriculum revision projects and develops, disseminates, and/or implements instructional programs and materials for general or special student populations; serves as resource for school and departmental staffs. Assists in the development and maintenance of district and school ESL programs. Monitors programs to ensure compliance with federal and state legislation and Richmond Public Schools (RPS) directives; Advises school administrators on establishing and maintaining ESL services in accordance with federal, state, and district policies and regulations. Consults with school administrators, staff and parents regarding issues and problems concerning the education and treatment of English Learners. Assists classroom teachers with selecting, developing and implementing appropriate instructional programs for English Learners. Maintains and monitors ESL program data, including changes in student enrollment and achievement, and reports to Director of Curriculum and Instruction on a monthly basis. Conducts workshops and in-service programs for building administrators, ESL teachers, general education teachers on current practices and trends. Collaborates with building administrators for the purpose of evaluating ESL programs and services. Assists with the compilation, maintenance and filing all reports, records and other documents legally required including federal programs related to ESL. Keeps current with the literature, new research findings, improved techniques and attending appropriate professional meetings, workshops and conferences. Performs other related duties as assigned.

**GENERAL DEFINITION AND CONDITIONS OF WORK:** Performs professional work assisting with ESL program. Work requires frequent standing, sitting, walking and light lifting up to 10 pounds. Effective verbal and written communication skills for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

**REPORTS TO:** Director of Curriculum and Instruction

**PAY SCHEDULE:** Unified Pay Schedule, Pay Grade 123

**LENGTH OF CONTRACT:** 260 Days (12 months)

**FLSA:** Exempt