

RSU No. 5 Durham ~ Freeport ~ Pownal
English for Speakers of Other Languages Job Description

QUALIFICATIONS:

1. Master's Degree
2. MDOE Certification 660 (ESOL)

REPORTS TO: Director of Instructional Support/Building Principals

JOB GOAL: To provide instruction and programming for students learning English as second language; administer WIDA evaluations to students; and provide consultation services to parents and educational staff.

PERFORMANCE AREAS:

1. Administers required language proficiency assessments to assist in determining placement for students as well as ongoing monitoring of student progress.
2. Provides instruction to English Language Learners (ELL) in Pre-Kindergarten through graduation.
3. Develops Individual Language Acquisition Plans (ILAP) for all ELL students.
4. Serves as case manager and oversees students' ILAP.
5. Assists in completing ELL accommodations and ELL progress reports.
6. Assists classroom teachers in differentiation regarding ELL.
7. Designs appropriate curriculum to help ELL students acquire the English language.
8. Schedules and facilitates Learning Acquisition Committee meetings.
9. Assists in compiling and maintaining a profile summary (record of achievement and progress) for each student.
10. Maintains database of ELL-eligible students.
11. Operates the school's interpreter/translation request system.
12. Assists in selection and purchase of needed materials based on program needs.
13. Assists in gathering and reporting data for reporting requirements and other required reports to the Maine Department of Education.
14. Establishes and maintains communication with parents and teachers of students in the program.
15. Maintains and updates skills and knowledge through attendance at workshops and conferences, and participates in appropriate educational and professional organizations.
16. Attends IEP, Section 504, or other related meetings necessary for student assessment and/or compliance with federal and/or state law.
17. Provides input on the RSU5 Lau Plan.
18. Performs other such duties as may be reasonably assigned by the Principal and/or Director of Instructional Support.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality related to all aspects of student performance and written or oral records.
2. Demonstrates a respect for the legal and human rights of students.
3. Follows health and safety procedures established by the district.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
5. Demonstrates loyalty, dependability, integrity, and other ethical standards.
6. Follows the chain of command for various administrative procedures.
7. Observes policies adopted by the Board of Directors and related school procedures.
8. Meets and follows all laws and regulations at both the state and federal levels.

ESSENTIAL JOB FUNCTIONS:

1. Reads with comprehension, writes and calculates accurately.
2. Reasons and understands policies, procedures, and related job information.
3. Follows to completion verbal or demonstrated instructions.
4. Speaks clearly, communicates effectively and accurately.
5. Completes with precision and safety all physical duties, including upper and lower body functions, reaching, lifting (at least 10-20 lbs.), bending, twisting, stooping, and climbing stairs.
6. Completes with accuracy eye-hand coordinated tasks.
7. Sustains and completes with accuracy assigned seated clerical tasks.
8. Concentrates on completion of job details when there are distractions and works under pressure to successfully meet deadlines.

TERMS OF EMPLOYMENT: In accordance with the negotiated Collective Bargaining Agreement.

EVALUATION:

Evaluated annually by the Director of Instructional Support in consultation with Building Principals.

NOTE:

The above job description reflects the general requirements necessary to describe the principal functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the terms and conditions of this position.

Employee's Signature: _____ **Date:** _____

Employee's Name: _____

Original to Personnel File

File Copy to Employee

Adopted: November 14, 2018 Revised: June 1, 2022

