

ENGLISH LEARNER SERVICES AND SUPPORT SUPERVISOR

JOB SUMMARY:

Under general supervision of the Executive Director of Language Development, or designee, oversees the Instructional Assistants-ELL classified employees. Coordinates planning, organizing, and directing Districtwide training of ELPAC and Instructional Assistants-ELL professional development. Collaborates with department staff to provide effective training and optimal support for school sites.

ESSENTIAL JOB FUNCTIONS:

- Plans, coordinates, and delivers training and professional development for District Lead Instructional Assistants-ELL and Instructional Assistants-ELL.
- Trains District staff, teachers, and administrators on the administration and scoring of ELPAC.
- Plans for training with staff to support new Instructional Assistants-ELL on all essential job functions.
- Strategically plans with staff and provides training to District Lead Instructional Assistants-ELL and Instructional Assistants-ELL to systematically monitor and maintain records of school visits to ensure proper documentation of ELL students with ELL folder audits for Federal Program Monitoring.
- Supervises and supports the Instructional Assistants-ELL to maintain accurate records of ELL student assessments and state/federal requirements through site visits.
- Communicates discrepancies or any inconsistencies in ELL students' classification to site administrators and instructional assistants-ELL.
- Monitors completion of assessments, timelines, schedules, Reclassification, Four-year Reclassification monitoring, At-Risk for Long Term English Learner (AR LTEL's) and Long-Term English Learners (LTEL's).
- Monitors required documentation for state and federal audits.
- Assists schools and staff in improving services and support to English Learners.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Three years of increasingly responsible Instructional Assistant-ELL, or Lead Instructional Assistant-ELL experience, including training, scheduling, and coordination.

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- Agreement to participate in ongoing professional development related to all essential job functions and responsibilities.
- Successful experience as Lead Instructional Assistant-ELL, or Instructional Assistant-ELL with the ability to perform all tasks including, but not limited to, accurate completion of required paperwork; train, assess, and obtain the cooperation of school personnel; follow oral and written directions; and give clear oral and written directions.
- Ability to manage multiple projects simultaneously in a fast-paced environment and balancing day-to-day operations with special projects.
- Problem-solving skills and a management style that considers multiple approaches to challenges.
- Competency using standard office software applications.
- Education requirement of graduation from high school or equivalent, preferably supplemented by two years of college course work in childcare specialization or equivalent.

Supervisory Salary Schedule: *Range 12*
BOARD APPROVED: *7/29/14*
REVISION DATES: *4/16/26*