Park Hill School District

Building Successful Futures • Each Student • Every Day

Position Description

POSITION TITLE: English Language Development Facilitator (.5 FTE)/ELD Teacher (.5 FTE)

F.L.S.A. Exempt

REPORTS TO: Director of Intervention

TERMS OF EMPLOYMENT: 12 month

QUALIFICATIONS:

- Valid Missouri Teaching Certificate.
- ESL Certification

ESSENTIAL JOB FUNCTIONS:

1. Monitor and manage caseloads for staffing requirements
2. Coordinate curriculum writing with ELD teachers and Supervisor
3. Schedule and promote ELD parent meetings
4. Coordinate the orientation and training of new ELD teachers
5. Be a resource to ELD teachers for questions, concerns, future planning, grants, etc.
6. Coordinate communication via newsletters, email, department meetings, etc.
7. Coordinate verbal and written translation services and telephonic translation services
8. Meet with ELD teachers on a regular basis before and after school
9. Develop materials as appropriate
10. Coordinate and maintain a district ELD Handbook
11. Make recommendations for staffing, assessment, modifications, etc.
12. Create forms and databases as needed
13. Attend state ELD meetings as needed
14. Coordinate staff development opportunities with Supervisor
15. Coordinates effective parent engagement
16. Monitors and manages compliance measures for Title III
17. Provides staff development and consultation for regular education classroom teachers
18. Provides support and resource information to the ELD department and district staff as needed
19. Coordinate data and work with teachers and building administrators in using data to improve individual students and school performance
20. Promote effective teaching practices
21. Serve as a resource to principals
22. Maintain an inventory of equipment and resources
23. Other duties as assigned