CERTIFICATED TEACHING PERSONNEL

Duties and Responsibilities of Elementary English Leamer Support Teacher

Elementary English Leamer Support Teachers are responsible to the Director of English Leamer Services in administrative and instructional matters falling within the District English Leamer Master Plan. While in a school building, an English Leamer Support teacher is responsible to the School Principal to support the implementation of English Leamer services as described in the English Leamer Master Plan .

The duties and responsibilities of an Elementary English Leamer Support teacher are as follows:

1. To be available to students, parents and colleagues at the beginning and end of the instructional day.

2. Support principal in the implementation of English Language Development at the site by:
    a. Identifying students that need to receive English Language Development (ELD).
    b. Forming ELD groups by levels of proficiency.
    c. Distribute to classroom teachers the English Language Leamer (ELL) progress profile to be used during the year.

3. To confer with parents on instructional matters, or to act as intermediary between the school and the family by interpreting and/or translating communications from the school, when possible.

4. To assist classroom teachers in their conferences with parents of English Leamers_regarding student progress, including Student Success Team/Individual Educational Plan Meetings (SST/IEPs).

5. Coordinate CELDT, ADEPT and Primary Language Assessment at the site to ensure that all students are tested during the annual window.
    a. Administer CELDT test of new students that arrive after October 31st.
    b. Coordinate, support, and administer ADEPT testing.
    c. Administer Primary Language Assessment to new students.

6. Create, maintain, and distribute to the principal and staff a database with the most current English Learners' assessment data with the purpose of monitoring their progress.
    a. Coordinate reclassification of English Learners that meet school district's criteria.
    b. Monitor the progress of reclassified students to identify students needing intervention.

7. To assist the Director of English Leamer Services or designee in the review and evaluation of instructional materials.

    a. Order approved ELD materials for sites, as needed.

8. To participate in in-service and professional growth activities relative to the English Leamer Master Plan.

9. To attend job-related meetings and activities specified by the Director of English Leamer Services or designee.

10. Support classroom teachers in the delivery of English Language Development and the use of best instructional practices for English Learners by:

Duties and Responsibilities of Elementary English Leamer Support Teacher -continued

a. Provide staff development on at their sites
b. Modeling Systematic ELD lessons.
c. Participate in ELD walkthroughs; observe ELD classes with the purpose to offer feedback to teachers as needed.
d. Support teachers in the delivery of ELD instructional strategies.

11. Coordinate interventions, such as:
    a. Additional ELD instruction to CELDT beginner/early intermediate students.

12. Support sites with ELAC activities.

13. To perform those non-instructional duties and responsibilities, as may be prescribed by the Board of Education.

Physical Requirements:

Hear and speak to make presentations and exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports and to observe students; sit or stand for extended period of time; work at a desk, conference table, small student classroom table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders, and horizontally; lift objects weighing up to 25 pounds.

Credential requirements:

- Multiple Subject
- CLAD required
- BCLAD (Spanish) desirable

Approved by Board of Education: December 13, 2011