CERTIFICATED TEACHING PERSONNEL

Duties and Responsibilities of Secondary English Leamer Support Teachers

Secondary English Leamer Support Teacher is 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, English Leamer Suppmi 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 Secondary English Leamer Support teacher are as follows:

I. To be available to confer with 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 secondary site by:

    a. Interpreting transcripts from other countries for EL students

    b. Assuring that all English Learners are scheduled into the appropriate classes, according to the English Learners Master Plan.

    c. Completing the Individual Invention Plan (IIP) for Junior and Senior English Learners. Distribute the IIP to the secondary administrative staff.

    d. Identify English Leamer students failing in core subjects or the California High School Exit Exam (CAHSEE).

    e. Collaborate with site staff in setting English Leamer student goals/behaviors, including consequences and next steps if students fail to meet goals/behaviors.

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 Study Teams/Individual Educational Plan meetings (SST/IEPs).

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

    a. Assure that core-content teachers have the support materials that English Learners need, both in the primary language and in supplementary English Language Development (ELD).
    b. Complete a survey of course materials.
    c. Order approved ELD materials for sites, as needed.

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

Duties and Responsibilities of Secondary English Leamer Support Teachers-continued

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

8. Support classroom teachers in the delivery of ELD and the use of best instructional practices for English Learners by:
    a. Provide staff development at their sites during their collaboration periods
    b. Coach teachers in the delivery of ELD & SDAIE techniques.

9. Support sites with ELAC activities including outreach & training to parents, agenda and documentation preparation and arranging for special speakers or topics for meetings.

10. 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 periods 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:

- Single Subject English
- Single Subject English Language Development
- CLAD required
- BCLAD (Spanish) desirable

Approved by the Board of Education: December 13, 2011