MONONA GROVE
SCHOOL DISTRICT

5301 Monona Drive, Monona, WI 53716 P: 608-221-7660 F: 608-221-7688

Position Description

Position Title:	English Language Learner (ELL) Teacher
Department / Location:	School Building
Reports to:	Building Principal and Director of Teaching & Learning
Employees Supervised:	None
Classification:	School year
Status:	Exempt
Created / Revised:	June 2025
Board Approved:	August 12, 2025

Position Summary

Under the direction of the Building Principal and the Director of Teaching and Learning, the English Language Learner (ELL) Teacher provides support for teachers through capacity building co-planning and support students who are identified as English Language Learners in a variety of settings including co-teaching, small group instruction, and consultation with classroom teachers.

Essential Functions and Responsibilities

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions

1. Identify English language learner (ELL) students using state and district criteria.
2. Develop, implement, monitor, and evaluate instructional programming to meet the needs of ELL students.
3. Collaborate with the ELL team on programming, data analysis, and instructional planning.
4. Serve as a member of coplanning teams with colleagues by contributing to instructional co-planning, modeling instructional strategies, identifying and developing instructional resources, and providing professional development related to the needs of ELL students.
5. Communicate effectively with students, administrators, parents, school staff, and members of the school community.

6. Fulfill Elementary and Secondary Education Act (ESEA) / Title III compliance requirements related to this position.
7. Continue to maintain and improve professional competence.
8. Maintain appropriate certifications and training hours as required.
9. Comply with applicable district, state, local and federal laws, rules and regulations.
10. Attend work regularly.
11. Perform other duties as assigned.

Additional Job Functions

1. Attend staff meetings and serve on committees as required.
2. Maintain knowledge of software and equipment used to perform duties, such as student information systems, word processing, database, spreadsheets, e-mail, and office equipment.
3. Know, understand and follow applicable safety policies and procedures, including but not limited to: proper lifting techniques, awareness of eye strain, use of proper wrist support when keyboarding for extended periods of time and office ergonomics.

Knowledge, Skills and Abilities

1. Fluency in English and any other language used for instruction, including having written and oral communications skills in those languages.
2. Knowledge of teaching principles, practices, techniques and approaches.
3. Knowledge of current trends, theories and technologies pertaining to learning and instruction.
4. Knowledge of assessment procedures and techniques, test construction and evaluation methods.
5. Knowledge of subject material, concepts and issues related to grade/subject of assignment.
6. Understanding of basic office equipment and software used by the district in maintaining records and files (i.e. word processing software, student record databases).
7. Knowledge of instructional technologies and software, equipment, tools and devices used in presenting instruction, documenting assessments, and tracking student progress.
8. Excellent verbal and written communication skills.

Working Conditions

1. Classroom/school environment.

Physical Requirements

1. Must be able to sit or stand for prolonged periods.
2. Must be able to perform light physical work, occasionally lifting up to 30 pounds without assistance in an indoor setting.
3. Must be able to move throughout the building and from building to building.
4. Must be able to reach in all directions and bend/stoop to store and retrieve files, use telephone, calculator, computer and other office equipment.
5. Must be able to operate a computer and other office productivity machinery, such as a copy machine and computer printer.
6. Must be able to converse with administrators, staff, parents, and the public, and must be able to exchange accurate information with such individuals.
7. Must be able to review written materials in print and electronic formats.
8. Must be able to complete job duties in an environment where background noise and frequent interruptions are the norm.

Education and Experience

1. Experience and/or training working with English language learners at various age levels and diverse backgrounds preferred.

2. Experience with differentiating instruction preferred.
3. Experience working with diverse learners and supporting culturally responsive practices preferred.
4. Experience working with students from a variety of cultural, racial, socioeconomic and linguistic backgrounds as well as students from a variety of family structures preferred.

Licenses and Certifications

1. Valid Wisconsin Department of Public Instruction English as a Second Language License (1395), or eligibility to obtain appropriate license upon hire required.

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.