Job Description
MOORE PUBLIC SCHOOLS

Job Title: **ELL/Title III Evaluator**

Qualifications:
Credentials: (1) Bachelors Degree from an accredited institution of higher learning (2) OK Teaching Certificate (3) Required WIDA/Access Test Certifications

Special Skills, Knowledge, Abilities:
Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions, and respond to inquiries. Must be able to keep records, maintain filing system, and work with children in a group or individual setting.

Site
Elementary and Jr. High Schools

Reports To
ELL/Title III Director, Principals

Job Goal (Purpose of Position)
Performs duties under general supervision to evaluate student performance in speaking, comprehending, reading, and writing English.

Contact with Others
An incumbent in this position has regular contact by telephone or in-person with the staff at school sites and the Student Services office

Other Performance Measures
Successful performance of the job requires good customer service/people skills to elicit information and provide information as needed to resolve. It requires following safety guidelines and policies to reduce personal accident or injury. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Some creativity, initiative, and effective problem solving are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members, the public, and students within the educational system.

Essential Job Function

1. Assists in all activities related to placing and evaluating progress of English Language Learners (ELL students)

2. Preparation of ELL/Title III testing materials

3. Administering state ELL/Title III assessments

4. Assists with arrangements at sites concerning testing schedules and locations

5. Attend workshops and in-service meetings as scheduled

6. Meets with ELL/Title III Director to discuss implementation process and concerns related to the program

7. Performs other duties as assigned by the ELL/Title III Director

Supervision exercised

None

Physical/Mental Requirements and Working Conditions

Other than those physical/mental requirements included in the essential functions; Must be able to move from various sites carrying educational supplies/equipment. Must be able to communicate effectively with school staff in arranging for testing location.

TERMS OF EMPLOYEMENT

Duration of need

SALARY

$18 hour, no benefits

EVALUATION

Performance of this job will be evaluated in accordance with Board Policy

Approved 11-19-07