Job Title: **ELL Prescriptive Teacher**

Qualifications:

Credentials: (1) Bachelors Degree from an accredited institution of higher learning; (2) OK Teaching Certificate; (3) Required WIDA/Access Test Certification; (4) ELL certification or experience preferred.

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

Site: Elementary and Secondary Schools

Reports To: ELL/Title III Director, Principals

Job Goal (Purpose of Position):
Performs duties under general supervision to monitor progress of ELL students, maintain student records, assist with training of staff and assist classroom teachers in obtaining and utilizing resource materials for ELL (English Language Learners) students.

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. 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 habit 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 activities related to placing and evaluating progress of ELL students.
2. Communicates with regular classroom teachers to insure required modifications for ELL students are provided and documented.
3. Assists with training of regular classroom staff and ELL staff.
4. Attends workshops and in-service meetings as scheduled.
5. Meets with ELL/Title III Director to discuss implementation process and concerns related to the program.
6. 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 locations.

Terms of Employment: In compliance with Negotiated Contract and/or State Law.
Salary to be established by the board.

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

Adopted: 10-11-10