Columbia Public Schools

Excellence in Education for *All* Students

Job Description

POSITION PROPERTIES

Position Title: English Learners Instructional Mentor
Schedule / Grade: Teach
Job Code: 01MENTR012
FLSA: Exempt
Calendar: TEACH
Benefits: Eligible
Contract Type: TEACH
Bargaining Unit: TCHR-NEA
Revised Date: 10/23/2026

PURPOSE

This position is for an English Learners (EL) instructional mentor. The EL instructional mentor will provide support to classroom/content teachers, EL teachers, building administrators, the EL department, and any other department within Columbia Public Schools that works with EL students and families. The EL instructional mentor will work with the EL department leadership to develop, oversee, and implement professional development regarding EL instruction and programming, as well as manage curricular materials for EL classes and groups. The EL instructional mentor will assist teachers as they maintain all state and district required documentation on EL students and will serve as a liaison among the school, classroom teachers, parents/guardians of EL students, and the EL department. The EL instructional mentor will be responsible for maintaining records on EL students who attend schools that do not have an assigned EL teacher. The EL instructional mentor will be expected to attend district meetings and any district or state PD sessions that are related to EL instruction. The EL mentor will help implement district curricular and programming initiatives and help all teachers modify district content curriculum to best fit the needs of EL students. The EL instructional mentor will collaborate with other district instructional mentors and attend IM meetings, as needed and relevant. The EL instructional mentor will maintain data regarding EL students across the district and will support data/PLC/IEP teams, etc., as needed. The EL instructional mentor will be expected to develop, deliver, and lead professional development for staff members both during the regular school day, as well as in some meetings throughout the year that are held outside the regular school day. This position requires travel to all schools within CPS.

This position is supported by federal funding and is subject to the district's annual allocations.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Coordinates instructional support through the EL department's professional development and mentoring plans, ensuring district teachers and staff have the training and resources needed to support EL students and their families and implement curricular resources effectively. Conducts professional development at the site and district level with the purpose of increasing knowledge of second language acquisition and best practices for teaching EL students. Manage all aspects of communication and planning for the EL department professional development.
- Collaborates with classroom teachers of ELs for the purpose of identifying needs and planning interventions for EL students. Provides direct support, consultation, and modeling of effective best practices to classroom teachers of ELs and demonstrates implementation of strategies. Works with grade-level teams and individual teachers to implement differentiated instruction and assessment for EL students.
- Provides leadership and alignment to the WIDA English Language Proficiency standards for the purpose of streamlining goals and methods of instruction
- Partners with district instructional mentors, coordinators, and special education personnel at the sites to provide the most efficient and effective services for students who qualify for multiple services. Attends building and district meetings as needed and as relevant.
- Implements instruction and curriculum development within the EL department, ensuring alignment with district curricular frameworks and collaboration with other curriculum departments. Ensures EL teachers and staff have the resources needed to support English language development and student achievement of state standards and academic goals, in accordance with Board of Education requirements for curriculum and resource adoption and purchasing.
- Develop benchmarks and other criteria as a means to evaluate the implementation of EL intervention at sites for the purpose of identifying student needs and planning intervention
- Analyzes ACCESS results, MAP scores, and other standardized assessments to develop Individualized Learning Plans with teachers of ELs for the purpose of using data to drive instruction
- Maintains records on EL students who attend schools that do not have an assigned EL teacher and builds portfolios on EL students in those buildings for the purposes of the reclassification process.
- Teams with classroom teachers and site leaders to communicate with parents about student needs and progress for the purpose of raising parental awareness and involvement.
- Serves as a liaison among site administrators and teachers and the district EL department to identify professional development needs
- Assists in the coordination of ACCESS testing and MAP testing of EL students at sites

- Collaborate with administrators, colleagues, and parents in a positive and productive manner
- Takes necessary and reasonable precautions to protect students, equipment, materials and facilities
- Maintains accurate and complete records as required by law, district policy, and Administrative regulation
- Assist the administration in implementing all policies and/or rules governing student life and conduct
- Strives to maintain and improve professional competence
- Attend staff meetings and serve on staff committees as needed
- Understands and adheres to Board policies and procedures
- Performs other duties and responsibilities as assigned by the Director of EL and Migrant Education.

Perform other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on policies, regulations and values, visit http://www.cpsk12.org.

REPORTING RELATIONSHIPS

Reports To: Director of English Learners and Migrant Education
Supervises: None

QUALIFICATIONS

Minimum: Valid K-12 teaching certification in any content or grade level from the MO Department of Elementary and Secondary Education (DESE). Missouri ESOL endorsement, or in the process of working toward obtaining one, is required.

Preferred: Master's degree in education or related field. Experience teaching English Learners at the elementary or secondary level preferred. Bilingual preferred.

Ideal: Experience working with students who are English Learners and their families. Experience serving as an instructional leader, mentor, or coach in a K-12 setting. Familiarity with standardized tests, ability to analyze data, and experience with special education will be considered assets. Knowledgeable in SIOP and/or other best practices for EL learning. A strong working knowledge of Schoology and Infinite Campus will be considered an asset.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Present information to teachers, staff, other administrators, and the Board of Education. Respond to common questions and concerns. Interview students, staff, and teachers. Read, analyze, and interpret professional journals, memoranda, Board policies, administrative procedures, and statutes. Write business correspondence, including staff memoranda and newsletter articles, as needed. Keep information confidential when required by law, policy, or the nature of a particular situation. These are essential functions of the job.

Computation: Work with mathematical concepts, such as probability and statistical inference, and analyze data for instruction; Apply concepts such as fractions, percentages, ratios and proportions to practical situations. These are essential functions of the job.

Reasoning: Solve a variety of problems in many different situations; Interpret instructions presented in written, oral, diagram or schedule form; Apply knowledge of current educational theory and instructional techniques while presenting subject matter to students; Demonstrate executive functions such as planning, organizing, remembering, and regulating information and behavior as they pertain to student performance and achievement. These are essential functions of the job.

Other Skills and Abilities: Identify needs and abilities of individual students and to adapt instructional methods; accordingly, Establish and maintain effective relationships with students, peers and parents; Perform multiple tasks simultaneously. These are essential functions of the job.

Technology: Integrate technology into daily use; present information to students and staff using a variety of media; Access and present information from online sources in a manner that enhances presentation and instruction; Use district software for collecting information, creating reports and appropriate recording; Readily utilize smart boards, projectors and other instructional technology provided by the district; Adhere to all District policies and procedures regarding technology use. These are essential functions of the job.

Physical Demands: An individual who holds this position must frequently move in and around the building and grounds to visit classrooms, attend meetings, and supervise bus loading and unloading and also be able to sit for an hour or more at a time. The position requires the ability to hear conversations in a noisy environment. Consistent and regular attendance is an essential function of this position. The individual who holds this position will be expected to attend Board meetings, student activities and events, and IEP meetings. These are essential functions of the job.

Attendance: Consistent and regular attendance is an essential function of this position.

Conditions and Environment: The work environment is consistent with a typical office environment; however, the individual who holds this position will occasionally be required to be outside in temperatures below freezing and above 100 degrees. The individual who holds this position is frequently required to work irregular or extended hours. These are essential functions of the job.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer