

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: TOSA: English Language Learners Specialist **DEPARTMENT:** Teaching and Learning Services

REPORTS TO: Director of School Improvement

POSITION SUMMARY: The English Language Learners Specialist will support K-12 staff in the identification and implementation of high-leverage, research-based instructional strategies, in order to improve the language skills of ELLs. This position requires knowledge of District procedures and policies, the ability to assume responsibility and work effectively under pressure while maintaining confidentiality, and the demonstration of strong interpersonal skills in order to support ELL instruction across the curriculum.

ESSENTIAL FUNCTIONS:

- Support teachers and school staffs as they align their curriculum and instruction with the Common Core State Standards, Next Generation Science Standards, and English Language Proficiency Standards.
- Work closely with the Guided Language Acquisition Design (GLAD) coaches to train and support staff with implementing the model for ELL service delivery.
- Assist teachers and instructional assistants in providing quality learning experiences for English Language Learners (ELLs), including development of skills in differentiation of instruction for ELLs.
- Model instructional and assessment strategies that support best practice in ELL.
- Assist teachers in developing skills in differentiation of instruction and working with English Language Learners.
- Assist teachers in using performance assessment as part of their instruction.
- Assist teachers in understanding how to use assessment data to guide instruction.
- Oversee administration of diagnostic assessments and selection of teaching materials appropriate for ELL students.
- Coordinate, facilitate, and provide training and coaching for building staff necessary to implement and maintain an efficacious ELL program and Cultural Competence as appropriate.
- Connect building staff to resources required for successful implementation of an ELL program.
- Assist the Director in the development and evaluation of district ELL program, in compliance with State and Federal guidelines.
- Assist the Director in securing grant funding and providing follow-up reporting as required by each funding source.
- Assist the Director in the maintenance of all records, data, and paperwork required for state assessments, program compliance, and progress monitoring.
- Facilitate and support teacher groups, committees, teams, department meetings, etc., as requested.
- Provide regular program evaluative feedback with suggested plans for amelioration of any targeted areas of concern to the building administration and Directors in TLS.
- Maintain communication between and among teachers, building administrators, and Teaching and Learning Services Department as appropriate.
- Provide parent workshops and facilitate parent communication as needed.
- Demonstrate a commitment to closing the achievement gap.
- Attends and participates fully in staff and other professional meetings as may be assigned or necessary.
- Use technology for communication, presentations, trainings, and workshops.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

EDUCATION: Bachelor's degree. Master's degree in Curriculum Instruction or English Language Learning preferred.

EXPERIENCE: Five (5) years of successful certificated experience in public schools and effective work with students with varied learning levels. Prior experience and training as an ELL instructor. Prior experience coaching and training adult learners preferred.

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CERTIFICATES & LICENSES: Valid Washington State teaching with relevant ELL or ENFL endorsement required. Possession of GLAD training preferred. Valid WA State driver’s license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUCATION & TRAINING: Maintaining current knowledge of best practices and current instructional delivery methods for ELLs. GLAD training if not current.

REQUIRED TESTING: None Specified

CLEARANCES: Criminal Justice Fingerprint/Background Clearance

FLSA STATUS: Exempt

BARGAINING UNIT: Issaquah Education Association (IEA)

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date