

## Part-Time ELL Coordinator/Facilitator

### Job Description

JOB TITLE: English Language Learners Facilitator/Teacher of Record (EL-TOR) K-12

REPORTS TO: Building Principals and Director of Learning

**14 hours per week**

#### MINIMUM QUALIFICATIONS:

- EL endorsement or experience preferred
- Bilingual/Multilingual preferred
- Collaborative and willing to work with multiple teachers
- Highly organized with the ability to communicate effectively
- Knowledge and understanding of the law
- Knowledge of second language acquisition and the acculturation process
- Strong understanding of WIDA standards/assessments
- Pass a criminal background check (Required)
- The ability to develop caring relationships with students and families
- Experience in analyzing student data and using data to inform instruction
- Possess strong knowledge and passion for content areas: Language Acquisition, English/Language Arts, Mathematics, and Phonics.
- Excellent communication, superior listening skills, organizational skills, and decision-making ability

#### PERFORMANCE RESPONSIBILITIES:

- Work with EL students providing English language development instruction
- Collaborate with classroom teachers in creating ILP and ensure that the classroom teachers have access to and are implementing the accommodations and modifications within the ILP with fidelity.
- Consistent and frequent collaboration with classroom teachers to ensure instruction and assessment is appropriate for the student at their current level of English proficiency.
- Offer English Learner support within the classroom to create opportunities for joint productive activities between ELs and their native-English speaking peers
- Administering WIDA Screener, WIDA ACCESS, Kindergarten ACCESS, and Alternate ACCESS
- Assist in development and implementation of ILP goals and accommodations
- Communicate with families about EL program-related information in a timely manner and in accordance with state and federal regulations
- Assist in coordinating building and district level program development and review
- Provide EL expertise in meetings regarding EL students' behavior (MTSS), EL students with disabilities (Case conferences), EL students being referred for Special Education evaluation, EL students being recommended for retention, EL students who are also high ability, and other school-based processes pertaining to EL students.
- Remain current in the latest educational research, especially in second language acquisition
- Build strong relationships with ML students and families and advocate for their needs
- Evaluate the language needs of students whose families speak a language other than English at home and recommend appropriate language support
- Progress monitor ML students' language goals as stated on their ILPs (Individualized Learning Plans)