

**COMPTON UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES AND EMPLOYEE DEVELOPMENT**

POSITION DESCRIPTION

Title:	English Learner Specialist	Reports To:	EL Directors/Associate Supt.
Department:	Curriculum and Instruction	Classification:	Certificated Non-Management
FLSA:	Non-Exempt	Work Year	Ten (10) Months
		Salary:	Schedule A

I. DESCRIPTION OF POSITION

Under the direction of the EL Directors the EL Specialist provides support to strengthen all areas of the instructional program for English Learners. The Specialist will be assigned to a school site and work closely with teachers, students, and parents.

II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Provides daily, active, and personalized support to all ELD, CBELD, SDAIE instruction in Mainstream, SEI, and bilingual programs at the school site.
- B. Shares knowledge about materials, unit planning, curriculum development, and teaching methods.
- C. Monitors the implementation of instructional programs for English learners to ensure adequate and standards aligned materials are purchased and available, as well as implemented, for classroom instruction.
- D. Plans, collaborates, and provides ELD, SDAIE, and benchmark assessment staff development for teachers; in alignment with district professional development.
- E. Evaluates EL Master Plan implementation progress.
- F. Provides inservices in specific areas in the implementation of the EL Master Plan at the school site.
- G. Works with principal to fully implement the EL Master Plan.
- H. Analyzes data and shares results and their implications with staff.
- I. Observes, coaches, and mentors in areas related to the District ELD/SDAIE Program.
- J. Fosters a sense of collegiality at the school site that encourages teachers to work together to improve professional practice.
- K. Monitors progress of English learners in English Language Development and Specially Designed Academic Instruction in English and makes adjustments to instructional program when necessary.
- L. Sits on all SSTs and IEPs relative to English learners
- M. Initiates and monitors reclassification process
- N. Maintains ongoing and current cumulative file information for English learners.

III. EDUCATION AND EXPERIENCE

- A. Possession of a valid Multiple or Single Subject Teaching Credential authorizing service as a teacher.
- B. Masters Degree from an accredited institution of higher learning or enrolled in a masters program preferred
- C. Three or more years of successful credentialed teaching experience.
- D. Successful curriculum leadership experience.
- E. CLAD required
- F. BCLAD certification preferable

IV. KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- A. Differentiated classroom instructional practices that promote student academic success.
- B. Instructional strategies and interventions to improve academic achievement for English learners, enrolled in general education, special education programs, and students with diverse learning needs.
- C. Needs of a culturally and linguistically diverse student population.
- D. Interpersonal skills, conflict resolution strategies and procedures and team management building methods and techniques.
- E. Staff development strategies and delivery.
- F. ELD content standards and the ability to interrelate ideas and information within and across subject matter.
- G. Various instructional materials, resources, and technologies to make subject matter accessible to all students.

Ability to:

- A. Work cooperatively and effectively with teachers and administrators.
- B. Assess staff professional development needs and provide meaningful and continual professional development activities.
- C. Meet schedules and timelines.
- D. Work independently with minimal direction.
- E. Plan and organize work.
- F. Demonstrate effective communication skills both orally and in writing.
- G. Use a computer, the internet and LCD projector.
- H. Work beyond a traditional school year calendar.

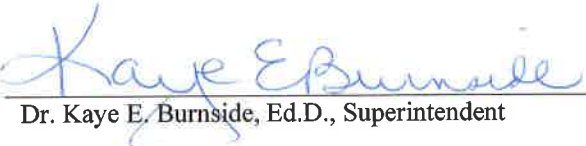
V. WORKING CONDITIONS

Environment:

District offices, school sites, LACOE, university partners and external conference locations.

Physical abilities:

Hearing and speaking to exchange information and make presentations

Approved by: 
Dr. Kaye E. Burnside, Ed.D., Superintendent

Date: 4/20/10

The Compton Unified School District supports equal opportunity employment for all applicants and does not discriminate on the basis of age, race, gender, sexual orientation, marital status, physical or mental disability, national origin, ancestry, creed, Vietnam status, arrest or conviction record, or any other reason prohibited by state or federal law. Employees of this District are required to comply with the provisions of Title VI of the Civil Rights Act and Title IX of the 1972 Educational Amendments.