POSITION DESCRIPTION

TITLE:	English Language (EL) Program Support Teacher—PreK-12	**SUPERVISOR:**	District ELL Administrator
DEPARTMENT:	Teaching and Learning	**CLASSIFICATION:**	Certified

I. Accountability Objectives:

The EL Program Support teacher is responsible for coordinating and providing direct and indirect program support to administration, teachers, and programs support staff to provide consistent and effective services for students in the district who speak a language other than English. The EL Program Support teacher advocates for the needs of EL students at the district level by attending department meetings and sharing strategies to support English language development. The EL Program Support teacher assists district staff in the development and implementation of high quality instruction and curricular programs to support English Language learners.

II. Position Characteristics:

Salary: On Schedule
Length of Contract: 189+11 Days (Works 8 hours/day)

III. Position Relationships:

Reports to: District EL Administrator
Coordinates with: EL teachers, Bilingual Educational Assistants, Building Administrators, District Administrators, Teaching and Learning staff, classroom teachers, DPI ELL staff, School Psychologists, Counselors

IV. Position Qualifications:

A. Required experience and training:
DPI Educators license #395

B. Special requirements of the position:
Five years of experience working in EL Programming

V. Position Responsibilities:

A. Implement the EL program requirements as directed by Wisconin DPI.
B. Plan quarterly meetings of EL staff.
C. Plan annual meeting of BEA (Bilingual Educational Assistant) staff and orientate new BEAs to the position.
D. Develop professional development for staff to meet the needs of ELs in the district.
E. Provide EL consult to schools within the ECASD to guide EL support.
F. Work with the District EL Administrator and Title III Consolidated application.
G. Collaborate with EL teachers regarding student and programmatic needs.
H. Review Program Evaluation and Reclassification forms.
I. Meet regularly with the District EL Administrator.
J. Attend required Title III meetings.
K. Update the EL teacher and BEA manual annually to reflect district and state policy changes.
L. Collaborate with Teaching and Learning staff to evaluate and select program materials to support English Language Learners.

M. Assist EL teachers in connecting with resources to support language instruction.
N. Serve on district committees to advocate for the specific needs of English Language learners.
O. Plan family outreach events for English Language learner families.
P. Facilitate the district ordering and administration of the ACCESS for ELs assessment in conjunction with the District Assessment Coordinator and student services.
Q. Serve on the District EL Committee.
R. Advocate for the needs of ELs and their families.
S. Other duties as assigned.

Eau Claire Area School District
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