

# USD 313 CERTIFIED STAFF JOB DESCRIPTION

**JOB TITLE: ELL Director**

REPORTS TO: Superintendent

EVALUATION: As per Negotiated Agreement

CLASSIFICATION: Exempt

JOB SUMMARY: Oversee and direct the ELL program.

## QUALIFICATIONS:

1. Has a Bachelors degree in Education with an Endorsement in ESL
2. ELL Teaching experience is preferred.
3. Experience with ELL administration and completion of Essdack consortium and Title III program paperwork is preferred.

## PERFORMANCE RESPONSIBILITIES:

1. Compiles Home Language surveys for the entire district
2. Administers the KELPA and KELPA-P tests for all qualifying ELL students and maintains records of student scores.
3. Writes yearly Language Educational Plans (LEP's) for all qualifying students in the district.
4. Meets with parents on a regular basis regarding the ELL student's progress, LEP, and KELPA assessment scores.
5. Communicates with the classroom teachers and ELL support staff to meet the educational needs of the ELL student.
6. Adapts classroom activities, assignments and/or materials for the purpose of supporting and reinforcing the ELL State Standards and their LEP.
7. Obtains translators and provides printed documents in the home language of the ELL student's family when needed.
8. Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.
9. Hires, supervises, schedules, and communicates with para-professional support personnel for the purpose of assisting in the evaluation process and following the ELL LEP and state ELL standards.
10. Purchases district ELL materials through Title III Essdack Consortium Funds.
11. Maintains instructional materials, keeps inventory of Title III materials for the purpose of facilitating instruction, recording student information, and/or meeting mandated state and Title III requirements.
12. Provides supervision and collaboration for the ELL para and/or classroom teacher, to give instruction to students in a variety of individual and group activities for the purpose of reinforcing their learning goals and objectives; implementing individual learning plans; and ensuring students' success in school.
13. Maintains a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional working environment.
14. Promotes ELL endorsements for classroom teachers and maintains provisional and licensure paperwork for all teachers who are ELL endorsed.
15. Performs other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## PHYSICAL REQUIREMENTS / ENVIRONMENTAL CONDITIONS

1. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.
2. Requires regular attendance and physical presence at the job.

APPROVED: 5/13/2013