

ALPINE UNION SCHOOL DISTRICT
English Language Learner Specialist

Position Description
4270.43

Definition

Under the supervision of the Principals and Director of Curriculum and Instruction, works with the certificated and classified staff to design and coordinate a program to provide special instruction, instructional activities, tutorial assistance and/or other services for English Language Learners.

Distinguishing Characteristics

A specialist assists and consults with the classroom teacher and other support personnel to coordinate and plan programs, provide curricular resources, and assess program effectiveness for English Language Learners..

Example of Duties

Provides appropriate individualized instructional resources and materials for the individual's learning needs in cooperation with the other support personnel.

Assists instructional personnel with the development and presentation of learning materials and instructional exercises.

Coordinates with the classroom teachers and principals in conferring with pupils, parents, and staff regarding students.

Tutors students individually or in small groups.

Monitors and assists students through drill, practice and study activities following the presentation of instructional concepts by instructional personnel.

Tests students annually to determine fluency in English and their native language. Scores tests and computes and records grades.

Maintains records for short and long term evaluations of pupil progress.

Maintains necessary/required program documentation.

Assist in parent conferences, or I.E.P. meetings.

Assists in the management and shaping of student behavior through the use of positive reinforcement strategies.

Distributes and accounts for materials such as textbooks, supplies and equipment; collects, assembles, catalogues and distributes resources materials.

Attends in service training as required.

Qualification Guide

Knowledge of:

English usage, punctuation, spelling and grammar.

General concepts of child growth and development and child behavior characteristics.

Routine record keeping.

Basic arithmetical concepts.

Public education goals and objectives.

Basic first aid principles.

Correct use of Spanish (or other required) language usage, punctuation, spelling and grammar is desirable.

Ability to:

- Read, write and converse fluently in Spanish (or other required) language is desirable.
- Assume responsibility for supervising students.
- Learn and utilize standard teaching aids and office machines.
- Perform routine clerical work and light typing.
- Learn and utilize basic methods and procedures to be followed in instructional setting.
- Demonstrate an understanding, patient, warm and receptive attitude toward children.
- Understand and carry out oral and written instructions.
- Maintain cooperative working relationships with staff, students, parents and the general public.

Training and Experience:

Two years or more of experience working with English Language Learners in an educational equivalent to the completion of the twelfth grade, preferably supplemented by courses in child care, supervision, psychology, or guidance; or any combination of training and experience that could likely provide the desired knowledge and abilities.

APPROVED BY THE BOARD OF TRUSTEES
ALPINE UNION SCHOOL DISTRICT

August 23, 2000