

POSITION DESCRIPTION

TITLE:	English Language Learner (ELL) Teacher	SUPERVISOR:	Building Principal
DEPARTMENT:	English Language Learners	CLASSIFICATION:	Certified

I. Accountability Objectives:

ELL teachers are the language experts in the buildings where he/she serves. Teachers are expected to evaluate, instruct, and improve English proficiency as well as serve as resource to the school for English language concerns.

II. Position Characteristics:

Salary: On schedule
Length of Contract: 189 Days

III. Position Relationships:

Reports to: Building Principal
Coordinates with: District ELL Administrator, ELL District Resource Teacher, Classroom Teachers, Counselors, Support Staff, Building Administration

IV. Position Qualifications:

- A. Required experience and training:
Bachelors Degree in Education from an accredited university.
- B. Special requirements of the position:
Elementary or Secondary Educator's License and a DPI Educators license 395—English as a Second Language.

V. Position Responsibilities:

- A. Serve as a resource to classroom teachers to help ELL students achieve academically in the classroom.
- B. Use language teaching strategies to increase English proficiency for students who speak a language other than English at home.
- C. Advocate for the needs of the ELL students.
- D. Evaluate the language needs of students whose families speak a language other than English at home and recommend appropriate language support.
- E. Administer a language screener to students for whom a language barrier is impeding their academic success.
- F. Maintain accurate ELL cumulative files and communicate changes to Student Services.
- G. Participate in ongoing professional development including ELL staff meetings.
- H. Administer the ACCESS for ELLs assessment.

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- I. Communicate language needs and progress of the ELLs with classroom teachers, administrators and families.
- J. Familiarize yourself with the current ELL Teachers Manual including programming guide and required forms.
- K. Lead the ELL Consult Team.
- L. Create a schedule that best meets the needs of the language students.
- M. Connect ELL families with school events.
- N. Create individual language goals for students who benefit from language support.
- O. All other duties as assigned.

*Eau Claire Area School District
500 Main Street, Eau Claire, Wisconsin 54701
(715) 852-3000 Fax (715) 852-3004*

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Revised:

Location: R:\Position Descriptions\Certified\English Language Learner (ELL) Teacher.doc