

## JOB DESCRIPTION

<b>POSITION TITLE:</b>	English Learner Specialist (HB3499) / ELL Consultant
<b>DEPARTMENT &amp; PROGRAM:</b>	School Improvement and Instruction Services
<b>WORK YEAR:</b>	200 days
<b>SALARY   PLACEMENT:</b>	Licensed Salary Schedule
<b>SUPERVISED BY:</b>	Director, School Improvement and Instruction Services
<b>ASSOCIATION:</b>	Licensed
<b>FLSA STATUS:</b>	Exempt

### GENERAL DESCRIPTION OF THE POSITION:

The English Learner Specialist provides services to school district teachers and leaders to facilitate the acquisition of English for multilingual students. The position serves assigned districts who are in need of services to improve student language acquisition outcomes (HB3499) as well as Clackamas County school districts. Funding for this position is partially provided to Clackamas ESD by the Oregon Department of Education Oregon Legislature as a part of HB 3499.

### ESSENTIAL FUNCTIONS:

1. Attends meetings and works as a member of a statewide team of 5-10 members to collaborate and share best practices and resources for English learners
2. Meets and communicates with the ODE about needs and progress of districts on a regular basis, with annual reflection on progress challenges and successes
3. Meets with ESD leads to coordinate efforts relating to services for ELs
4. Meets with school district leaders to identify their EL leads and contacts; and creates, implements, and analyzes a needs assessment survey for the districts to assist in creating service action plans
5. Creates an action plan, budget, calendar of supports, and smart goals for districts identified through HB3499
6. Consults with district leaders about best practices for English learners
7. Designs, teaches, and coordinates staff development activities for educators to improve teaching and learning for multilingual learners in grades PreK - 12
8. Provides coaching, consultation, modeling, and observation for teachers specific to instructional strategies for English learners
9. Assists and leads districts in facilitating parent involvement activities
10. Collects, manages, and interprets district EL data on a regular basis
11. Maintains a calendar and communicates effectively with district coordinators and ESD staff

*The description contained herein reflects general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Employees who hold this position may be asked to perform other duties as assigned.*

### ADDITIONAL FUNCTIONS:

1. Follows and supports ESD policies and procedures
2. Performs other duties as may be assigned
3. Works cooperatively and harmoniously with clients, co-workers, and supervisors, specifically ESD colleague with the same job title. The job will be shared between 1.5 FTE and will require a high level of coordination.
4. Maintains professional and technical knowledge by participating in professional development activities
5. Travel required
6. Ability to navigate between in-person and remote/virtual work settings

**ESSENTIAL COMPETENCIES:**

1. **CULTURAL RESPONSIVENESS:** Actively demonstrates a commitment to supporting equity and inclusion, and serves as an advocate with colleagues, partners, and communities.
2. **ACCOUNTABILITY:** Takes responsibility and ownership for successfully accomplishing work and agency objectives and delivering results. Sets high standards of shared performance for self and others.
3. **ACCURACY AND ATTENTION TO DETAIL:** Ensures work is thoughtfully completed, accurate, and error-free to the highest degree possible.
4. **PLANNING, ORGANIZATION, AND PRIORITIZATION:** Assesses the work to be performed and considers how it should be organized and accomplished, with appropriate priorities and realistic time parameters.
5. **RECORDKEEPING AND DOCUMENTATION:** Gathers, organizes, and maintains records, following confidential information and security protocols as needed. Accurately documents relevant/essential actions, processes, and practices.
6. **TEAMWORK:** Works collaboratively with others to achieve shared goals and make decisions.
7. **COMMUNICATION:** Maintains a high standard of written and verbal communication skills, and ability to present to diverse audiences, specifically individuals of differing abilities and racially, ethnically, and socioeconomically diverse communities.

**MINIMUM QUALIFICATIONS:**

1. Bilingual
2. Successful experience working with culturally diverse schools, including families and communities
3. Evidence of a strong commitment to English learners and multilingual students
4. A commitment to bilingualism
5. Consistently improves professional practice through professional development and reflection
6. Commitment to collaboration, working with a diverse group of districts, and tailoring one's professional practice to meet various districts' needs
7. Experience working with English learners in a classroom setting
8. Experience delivering successful professional development to educators
9. Successful completion of a teacher preparation program at an accredited college or university, with a valid ESOL endorsement
10. Ability to effectively communicate with teachers, district leaders, students, and parents
11. Ability to pass a background check, including driving record
12. Knowledge of second language acquisition best practices, assessment, and curriculum
13. Knowledge and skill in culturally responsive teaching and learning
14. Strong background in analyzing data
15. Valid driver's license required
16. Written and oral communication skills sufficient to perform essential functions
17. Physical and mental attributes sufficient to perform essential functions

**DESIRED QUALIFICATIONS:**

1. Five years' teaching experience, working with English learners in a classroom
2. Experience working in a district as a teacher-leader

**WORKING CONDITIONS:**

This position requires daytime and some (10%) overnight travel within the state. A valid driver's license and satisfactory driving record are required.

**EQUIPMENT USED:**

1. Personal Vehicles

**PHYSICAL JOB TASK REQUIREMENTS:**

The physical requirements checked are essential to successfully performing the duties associated with this position.

- **Medium work.** Medium work involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds. If someone can do medium work, we determine that he or she can also do sedentary and light work.

Never	Rare / Intermittent	Occasionally	Frequently	Continuously
Not At All	Less than 1 hour or 1- 5% per day	1 – 3 hours per day or 6 – 33% per day	3 – 6 hours per day or 34 – 66% per day	6 – 8 hours per day or 67 – 100% per day

Lifting (X = REQUIRED)										
Lifting students who have physical impairments and are unable to assist. All students regardless of their size and weight are lifted by two people with the total weight of the student not evenly distributed between the two. Students weighing over 50 pounds will be lifted using a mechanical lift.										
01-30 lbs		Never		Rare		Occasionally	X	Frequently		Continuously
26-50 lbs		Never		Rare	X	Occasionally		Frequently		Continuously
> 50 lbs	X	Never		Rare		Occasionally		Frequently		Continuously

Employee may need to: (X = REQUIRED)										
Bend		Never		Rare	X	Occasionally		Frequently		Continuously
Climb		Never		Rare	X	Occasionally		Frequently		Continuously
Crawl		Never		Rare	X	Occasionally		Frequently		Continuously
Drive		Never		Rare		Occasionally	X	Frequently		Continuously
Kneel		Never		Rare	X	Occasionally		Frequently		Continuously
Reach (above shoulder)		Never		Rare	X	Occasionally		Frequently		Continuously
Reach (forward)		Never		Rare	X	Occasionally		Frequently		Continuously
Sit		Never		Rare		Occasionally	X	Frequently		Continuously

Squat		Never		Rare	X	Occasionally		Frequently		Continuously
Stand		Never		Rare		Occasionally	X	Frequently		Continuously
Twist		Never		Rare	X	Occasionally		Frequently		Continuously
Walk		Never		Rare		Occasionally	X	Frequently		Continuously
Run	X	Never		Rare		Occasionally		Frequently		Continuously
Stairs		Never	X	Rare		Occasionally		Frequently		Continuously
Lying Down	X	Never		Rare		Occasionally		Frequently		Continuously
<b>Hands may be used for: (X = REQUIRED)</b>										
Grasping		Never		Rare		Occasionally	X	Frequently		Continuously
Pinching		Never	X	Rare		Occasionally		Frequently		Continuously
Finger Manipulation		Never		Rare		Occasionally	X	Frequently		Continuously
<b>Wrists may be used for: (X = REQUIRED)</b>										
Twisting/Turning		Never		Rare	X	Occasionally		Frequently		Continuously
<b>Pushing/Pulling: (X = REQUIRED)</b>										
01-30 lbs		Never		Rare	X	Occasionally		Frequently		Continuously
31-50 lbs		Never	X	Rare		Occasionally		Frequently		Continuously
> 50 lbs	X	Never		Rare		Occasionally		Frequently		Continuously
<b>Carrying: (X = REQUIRED)</b>										
01-30 lbs		Never		Rare	X	Occasionally		Frequently		Continuously
Description	Objects carried, for a maximum distance of 30 feet, include school supplies, teaching materials, and food items.									
31-50 lbs		Never	X	Rare		Occasionally		Frequently		Continuously
Description										
> 50 lbs	X	Never		Rare		Occasionally		Frequently		Continuously

Description										
<b>Environment Exposures (X = REQUIRED)</b>										
Chemical Contact	X	Never		Rare		Occasionally		Frequently		Continuously
Moving Objects		Never	X	Rare		Occasionally		Frequently		Continuously
Noise		Never		Rare		Occasionally	X	Frequently		Continuously
Safety Equipment	X	Never		Rare		Occasionally		Frequently		Continuously
Wetness	X	Never		Rare		Occasionally		Frequently		Continuously

**MENTAL JOB TASK REQUIREMENTS:**

The mental functions checked are essential to successfully performing the duties associated with this position.

**X = Requirement | ☐ = Not Required**

**REASONING ABILITY:**

- ☒ Complete routine, repetitive tasks with simple instructions
- ☒ Follow detailed instructions that require few changes
- ☒ Follow detailed procedures with several potential variables
- ☒ Accurately interpret behaviors and nonverbal communication and act on decisions
- ☒ Demonstrate logical or deductive thinking
- ☒ Provide creative, innovative solutions to job problems

**CALCULATIONS:**

- ☒ Perform simple copying, addition, counting, subtraction
- ☒ Perform multiplication and division
- ☐ Understand the metric system and conversions
- ☒ Manipulate fractions, decimals, and percentages
- ☒ Understand and use statistics
- ☒ Understand and use charts and graphs
- ☐ Understand and use advanced mathematics
- ☐ Understand the theoretical application of statistics and complex math

**LANGUAGE:**

- ☒ Read and understand product labels, policies written at the 10th grade level
- ☒ Follow verbal or demonstrated instructions
- ☒ Explain simple directions, copy data from one form to another
- ☒ Complete form letters or answer routine correspondence
- ☒ Compose correspondence independently
- ☒ Read and interpret complex technical material
- ☒ Speak and understand a second language
- ☒ Prepare complex reports and documents
- ☒ Speak with individuals and small groups in an articulate manner
- ☒ Speak at meetings and before groups in an articulate manner using prepared materials and on a spontaneous basis

By signing below, I indicate that:

1. I have been given the opportunity to thoroughly read the job description above,
2. I understand that I may request an accommodation to perform the essential functions of the position, and
3. I can perform the essential functions of this position without accommodation.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

*Clackamas Education Service District is proud to be an equal opportunity workplace. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills and experiences within our workforce along with the students and families that we serve.*