

JOB DESCRIPTION

Clackamas ESD

POSITION TITLE: English Learner Specialist

DEPARTMENT: School Improvement and Instruction Services

SCHEDULE PLACEMENT: Licensed

WORK YEAR: 190 Days

SUPERVISED BY: Director, School Improvement and Instruction Services

EMPLOYEE ASSOCIATION: Licensed

GENERAL DESCRIPTION OF THE POSITION:

The English Learner Specialist provides services to school district teachers and leaders to facilitate the acquisition of English for students who speak a language other than English as their primary language. The position serves assigned districts who are in need of services to improve student language acquisition outcomes. Funding for this position is provided to Clackamas ESD by the Oregon Department of Education Oregon Legislature as a part of HB 3499. The English Learner Specialist works as part of a statewide team funded through the Oregon Department of Education.

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 and approve efforts relating to assigned school district services
4. Meets with school district leaders to identify their ELL 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 each district (with ODE support)
6. Consults with district leaders about best practices for English learners
7. Supports districts with professional development
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. Reflects with other members of the statewide team regarding progress, challenges and successes

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
4. Maintains professional and technical knowledge by participating in professional development activities

MINIMUM QUALIFICATIONS:

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

DESIRED QUALIFICATIONS:

1. Bilingual
2. Five years' teaching experience, working with English learners in a classroom
3. Experience working in a district as a teacher-leader
4. Master's degree in Teaching ESOL, bilingual education, or school leadership

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.

PHYSICAL JOB TASK REQUIREMENTS:

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

1. Employee may need to:

Bend:	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
Climb:	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
Crawl:	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
Drive:	<input type="checkbox"/> Continuously	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
Kneel:	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
Lift:	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
Reach:	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
(above shoulder)				
Sit:	<input type="checkbox"/> Continuously	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
Squat:	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
Stand:	<input type="checkbox"/> Continuously	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
Twist:	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
Walk:	<input type="checkbox"/> Continuously	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All

2. Employee may use hands for:

Single Grasping	<input type="checkbox"/> Continuously	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
Pushing & Pulling	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
Fine Manipulation	<input type="checkbox"/> Continuously	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All

3. Employee may use wrists for:

Twisting/turning	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
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4. Employee may use feet for repetitive movement as in operating foot controls:

<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
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5. Lifting:

☒ Medium Work: Lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.

MENTAL JOB TASK REQUIREMENTS:

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

REASONING ABILITY:

- Knowledge of collecting and analyzing data
- Ability to initiate and complete tasks in a timely manner
- Routine, repetitive tasks with simple instructions
- Ability to follow detailed instructions that require few changes
- Ability to follow detailed procedures with several potential variables
- Ability to work independently with limited supervision
- Problem solving ability and interpretation of events required for practical matters
- Ability to accurately interpret behaviors and nonverbal communication and act on decisions
- Logical or deductive thinking required frequently
- Creative, innovative solutions to job problems

CALCULATIONS:

- Simple copying, addition, counting, subtraction
- Ability to divide and multiply
- ☐ Understanding the metric system and conversions
- Fractions, decimals, and percentages
- Statistics, use of graphs
- Advanced mathematics
- Theoretical application of statistics and complex math

LANGUAGE:

- Ability to read and understand product labels, policies written at the 10th grade level, and ability to follow verbal or demonstrated instructions
- Ability to explain simple directions, copy data from one form to another
- Completes form letters or answers routine correspondence
- Composes correspondence independently
- Reads and interprets complex technical material
- Ability to speak and understand a second language (*desired*)
- Can prepare complex reports and documents as required
- Ability to speak with individuals and small groups in an articulate manner
- Ability to speak at meetings and before groups in an articulate manner using prepared materials and on a spontaneous basis

I hereby indicate by my signature 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 positions, and
3. I can perform the essential functions of this position without an accommodation.

Employee _____ Date _____

Supervisor _____ Date _____