

EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

JOB DESCRIPTION

ENGLISH LEARNER SPECIALIST

Minimum Qualifications:

- Valid certificate/license from Ohio Department of Education appropriate for the assignment (TESOL)
- Five (5) years of teaching experience with EL students
- Exceptional oral and written communication skills
- Working knowledge on current best practices and instructional materials for EL
- Possess a deep and broad knowledge of language learning, expertise in using and helping others use effective instructional practices for EL
- Knowledge of adult learning theory
- Proficient in Microsoft Word, Excel, and Power Point.
- Excellent interpersonal skills
- Demonstrated ability to prioritize multiple assignments and meet deadlines with minimal direction
- Reliable transportation
- Documentation of a clear criminal record in compliance with state statute
- Compiles with drug-free workplace rules and board policies

Note: This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

FLSA Classification: Exempt

Reports To: Regional School Improvement Facilitator: English Language Learning

Job Objectives:

The EL Specialist specializes in working with districts, students, families, and communities in collaboration with the Regional School Improvement Facilitator for EL to support a continuum of EL Services. In addition, the EL Specialist fulfills three roles in collaboration with members of the Center for Achievement and Leadership: Consultant, Coach and Facilitator. As a consultant, the specialist will assist districts with options for targeted instructional practice and additional intervention strategies. As a Coach the specialist works with district teachers to identify areas of professional need and provides resources and strategies to address these. This specialist can provide model lessons and assist with planning lessons and units for English Language Learners. In addition, the

specialist can assist with securing materials, resources, and data. As a Facilitator, the specialist can provide professional development for teachers and administrators which address curriculum development, teaching strategies, trends, and data analysis.

Responsibilities and Essential Functions:

"The following duties are representative of performance expectations; however, the list below is not ranked in order of importance."

- Ability to organize community and agency support for EL services and student assimilation activities
- Assists teachers in building their pedagogical knowledge in EL
- Expertise in program options, services and curricular materials that address the educational needs of **EL** program participants.
- Ongoing support and development of EL services with a focus on instructional practice
- Provides professional development opportunities and training for teachers, parents, and communities around best practice in the educating of EL
- Knowledge and expertise related to EL services, policies and guidelines relating to EL, Identification, Ohio English Language Proficiency Assessment (OELPA), and Ohio English Language Proficiency Standards.
- Offers technology resources to support teaching and learning
- Performs other specific job-related duties as directed by the Superintendent or his/her designee

"Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio."

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

Terms of Employment:

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

It is the employee's responsibility to maintain proper certification /licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

