

Plumas Unified School District

Certificated Position Description

Title:	Teacher, English Language Development (ELD) Teacher PreK-Adult
Salary Range:	Certificated Salary Schedule
FLSA	Exempt
Board Approval Date:	

Definition:

Under the supervision of the Director of Student Services and guidance of site principals, and within the parameters of the collective bargaining agreement, the ELD Program Teacher supports English Language Learners by conducting site-based designated EL instructional programs. In addition, this position supports the teachers-of-record in prescribing and monitoring integrated English Language support in the classroom. This is a district-wide position, weighted by community/school according to the number of EL students enrolled.

Essential Functions:

- Coordinate site level assessments for English Language Learners, including, but not limited to, the Initial and Summative ELPAC assessments
- Attend all state-mandated trainings required to administer ELPAC assessments.
- Develop and implements designated English Language Learner instruction in communities where these students are located
- Collaborate with teachers, site-administrators, school curriculum teams and central office staff in service of the ELL Master Plan guidelines and the full range of curriculum, assessment, and instructional activities
- Determine site needs for achieving compliance for ELL programs based on state requirements and School EL Master Plan guidelines and work with principal(s) to assure that all areas of compliance are met at each site
- Act as a resource to classroom teachers by assisting them in integrated ELL methodology and curriculum materials selection; provide them with appropriate materials for EL students; coordinate the monitoring of the classroom instruction related to EL. Confer with principal(s) on the needs of EL students and progress being made to meet these needs
- Work with school-site administrators, and other school staff for implementation of site specific EL services
- Be knowledgeable of and be prepared to model effective instructional strategies, including for English Language Learners with disabilities.
- Have knowledge of administrating, analyzing, and using the results of reading assessments
- Identify long-term English Language Learners and provide appropriate supports to facilitate language acquisition

- Support biliteracy and promote the state's biliteracy certificate for qualifying students
- Collaborate and provide leadership in supporting RtI and the Special Education process for ELLs
- Assist the Coordinator of ELD with updating and monitoring the District English Language Acquisition (ELA) Plan – as needed
- Contribute to the cultivating of strong and cohesive Professional Learning Communities
- Assist the Coordinator of ELD or designee with coordinating/planning monthly ELD PLC meetings and ELD Parent/Teacher Advisory Council (DELAC and ELAC).
- Provide support for students to participate in classroom discussions about their country, family, successes and challenges in adjusting to school and the community
- Collaborate with grade level teachers to enhance supports to newcomer students in staff, grade level and other professional learning community settings
- Build strong relationships with parents to provide for the instructional needs of the newcomer students and sustains ongoing communication
- Build students' listening, speaking, reading and writing skills with an emphasis on oral language development
- Identify student's areas of strength and needs for improvement, monitor student achievement and adjusts instruction in response to student data
- Attend and engages in district and school meetings and activities for planning and program design purposes
- Participate in district and school professional development

Associated Functions:

- Supervise students in out-of-classroom activities during the working day
- Actively participate in curriculum improvement and other instructional programs within the school and district
- Maintain professional competence through participation in in-service education activities provided by the district and/or self-selected professional growth activities
- Maintain productive relationships with students, staff, parents, and the community
- Communicate with parents through a variety of means: written notes and email, conferences, report cards, class/school newsletters, and telephone contacts

Minimum Qualifications:

Possession of:

- Valid California authorization to provide classroom instruction to English Language Learners
- California Teaching credential authorizing ELD instruction
- Minimum two years experience teaching English Learners in a general education classroom setting

- Experience designing units and lessons aligned with the ELA/ELD framework
- Successful experience working with diverse populations
- Experience in coaching, mentoring, and modeling of lessons
- Valid Drivers License

Knowledge of:

- Applicable California content standards
- Current research in instructional methodology

Ability to:

- Communicate effectively orally and in writing
- Organize time and information to meet deadlines

Working Conditions:

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, and crouching; and significant fine finger dexterity. Generally, the job requires 50% walking, 20% sitting, and 30% standing. The job is performed under some temperature extremes and some hazardous conditions.

Education and Experience:

- Bachelors Degree
- Completion of California Commission Teacher Credentialing-approved Teacher preparation program including student teaching
- Experience providing guidance and support to other teachers working with English Language Learners