



POSITION DESCRIPTION

Title: English Learner Specialist

Department: Curriculum & Instruction

FLSA Classification: Non-Exempt

Bargaining Unit: SRTA

Work Year: SRTA Work Year

Reports to: Director of Curriculum & Instruction, EL

Board Approval Date: Pending 6/13/18

Salary Grade: SRTA Certificated Contract Salary Schedule

Primary Function:

The English Learner (EL) Specialist supports and implements the English Language Development program to ensure English Language Learners meet proficiency goals for LCAP, as well as ensuring that academic goals are met as determined by English Language Proficiency Assessment for California (ELPAC) and academic expectations of Santa Rosa City Schools. This position will be available to provide direct instruction and support to English Learners in the following manner:

- Participates in the administering the ELPAC and other local assessments
- Provides designated ELD to newly arrived students not fluent in English
- Provide push-in support to newly arrived students in their content area courses providing integrated ELD
- Provides intervention and support to newly arrived students in language acquisition and content areas, as needed

The EL Specialist also supports teachers by sharing information, resources, and strategies to foster the success of our EL students.

Essential Job Functions include, but are not limited to the following:

1. Instruct English Learners and Standard English Learners with English Language Development support in the areas of reading, writing, speaking, and listening, using various teaching methods, audiovisual aids and other materials.
2. Manages caseload of targeted students (between 50-75) and provides weekly interventions and instruction, as well as assessing and reporting back to regional leadership team the academic progress of each student on the caseload.
3. Facilitates professional learning communities to support the work of teachers by providing them theoretically grounded pedagogy and interventions for English Language Learners.
4. Support initial ELPAC assessment within 30 days of enrollment to make individualized Learning Plans for English Learners that moves them effectively and efficiently to

proficiency in English.

5. Performs other administrative functions and duties as assigned.

Licenses/Certifications:

- Valid California Driver's License
- Criminal Justice/Fingerprint clearance
- TB clearance

Knowledge, Skills and Abilities Required:

- Experience working with second language learners and in second language acquisition.
- Ability to prepare and execute curriculum.
- Ability to work effectively under pressure and demonstrate problem-solving skills, while maintaining courtesy, professionalism and a customer service attitude