



**CLASS TITLE: ENGLISH LEARNER (EL) RESOURCE
TEACHER
CERTIFICATED**

BASIC FUNCTION:

Under the direction of the Senior Director of Learning, the EL Resource Teacher assists with site and district EL Program/Title III compliance including Home Language Survey, California English Language Development Test (CELDT), placement, notification processes, and permanent record information. The EL Resource Teacher provides leadership in the area of EL including curriculum planning, professional development, and digital learning implementation with a strong emphasis in English Language Development (ELD).

REPRESENTATIVE DUTIES TO SERVE ENGLISH LEARNERS:

ESSENTIAL DUTIES:

Collects, analyzes, and summarizes district data on student performance, and student, staff and community needs

Leads the design, implementation and evaluation of programs, instructional strategies, and curricula for English Learners

Demonstrates and models effective instructional practices such as: project based learning, direct instruction, performance-based assessment delivery

Visits classrooms, coaches and consults with teachers to provide support in lesson design, new curriculum programs and innovative instructional practices

Collaborates with district/school leadership in the identification and planning of professional development in-service activities such as: specialized workshops, summer and mini-institutes, and staff development days

Supports teachers in analyzing achievement data to promote high student achievement and focus on individual progress

Participates in professional activities, conferences and research to stay current regarding curriculum development on local, state and national levels

Informs members of the district staff of major trends and developments for English Learners

Confers with principals and others on content issues and solutions for English Learners

Serves as case carrier for all EL and Reclassification to Fluent English Proficient (RFEP) students; creates Personalized Education Plans (PEP) for each EL/RFEP student; and devises and maintains records and reports as necessary for the successful execution of the job

Leads the design and implementation of literacy integration for core subjects (science, math, etc.)



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Provides designated ELD instruction and/or push in support for and collaboration with general education teachers for designated and integrated ELD instruction, as determined by site administration

Assists with CELDT administration and scoring, including new students upon enrollment at any time of the year

Provides Student Success Team (SST) and Individualized Education Plan (IEP) support for EL/RFEP students

Communicates with parents and provide parent trainings

Assists Senior Director of Learning to ensure site and district EL Program/Title III compliance including Home Language Survey, CELDT, placement, notification processes, and permanent record information

Coordinates before and after school programs as related to English Language Development

Assist with all other management, organization, and leadership activities as assigned by the Senior Director of Learning

OTHER DUTIES:

Perform other duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Leadership strategies for a project, staff, or committee.

Using data to inform instruction and create plans

Effective problem-solving skills

Strategies for providing professional development

Best instructional practices and curriculum integration techniques for English Learners

Teaching writing across the curriculum

Integrating technology within classroom instruction

Excellent oral and written communication skills

ABILITY TO:

Provide consultation support to teachers

Exhibit strong interpersonal and communication skills

Demonstrate strong classroom management skills

Adapt quickly to change

Research current instructional strategies and trends

Coach peers using a collaborative approach

Work effectively and flexibly in a variety of classroom environments



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EDUCATION AND EXPERIENCE:

Minimum of five (5) years teaching experience preferred
Background and knowledge in English Language Development
Department Chair experience
English Language Development teaching experience and academic background
CELDT administration experience, preferred

LICENSES AND OTHER REQUIREMENTS:

Appropriate California teaching credential (CA Multiple Subjects and/or Single Subject Credential in mathematics)
CLAD or EL Authorization
Administrative Credential, preferred
Must possess a valid California Driver's License and be able to provide proof of insurance

WORKING CONDITIONS:

ENVIRONMENT:

The job is performed under minimal temperature variations with frequent interruptions and a general hazard free environment, including classroom environment, office environment, outside and community locations.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information (in person and on the telephone);
Communicate so others clearly understand normal conversations and group presentations;
Seeing to read and write reports;
Sitting, standing or circulating for extended periods of time;
Dexterity of hands and fingers to operate a computer keyboard and other office equipment;
Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to (retrieve and store files and supplies);
Lifting light objects and ability to lift/carry/push pull up to 25 lbs. on a regular basis and up to 40 lbs. occasionally.