ENGLISH LANGUAGE LEARNER (ELL) PROGRAM MANAGER

JOB SUMMARY:

This position provides tutoring services to students who speak English as their second language. Responsibilities include contacting school counselors, teachers and psychologists to find students with emerging English language skills; testing and evaluating students; providing English reading, writing and speaking time; design activities and lessons plans; maintain student records.

DUTIES AND RESPONSIBILITIES:

1. Administers and evaluates Washington Language Proficiency Test (WLPT) oral and writing/reading tests upon entry, continuation and exit of program. Contacts parents/guardians for testing/tutoring permission. Designs specific activities and lesson plans for ELL students. Maintains records of student progress related to individual and program goals.

2. Collects and records pre- and post-test data necessary for student and program evaluation.

3. Relates concerns and cultural differences of students and parents to program and school staff; serves as a resource person in activities intended to promote cross cultural understanding.

4. Tutors individual students or groups of students in various curriculum assignments of enrichment activities; monitors and/or independently supervises student behavior in the work area; administers discipline as needed. Works either in the student’s classroom or in a pull-out setting.

5. May participate in staffings when ELL students are a focus.

6. Participates in parent-teacher conferences for ELL students at the request of the supervisor or parent; sets up appointments with school counselors for students and parents.

7. Knows community agencies and serves as a resource to parents of ELL students.

8. May participate in presentations on the ELL program at district and building meetings; explains American School System to students and parents.

9. May attend workshop meetings, training sessions, conferences or other staff development or inservice activities related to ELL.

10. Designs parent permission, assessment, focus of concern and teacher/student forms and letters to parents.

11. Supervises paraeducators if they are assigned to ELL student during tutoring time.

12. Provides ELL homework to student as requested by parent or teacher.

13. Performs other duties as assigned.

Peninsula School District
REPORTING RELATIONSHIPS:

Reports to Executive Director of Student Services

WORKING CONDITIONS:

School environment; requires flexibility in schedule and driving to several schools each day. Exposed to infectious diseases carried by students.

AFFILIATION: PSE-Clerical

FLSA: Covered

MINIMUM QUALIFICATIONS:

Education & Experience
High school graduation or equivalent with training in ELL tutoring procedures and three years tutoring/ESL experience preferred.

Allowable Substitution
Advanced technical training in ELL procedures may substitute on a month-for-month basis for up to one year of the required experience.

Knowledge, Skills & Abilities
Knowledge of and familiarity with Washington Language Proficiency Test.
Knowledge of basic subject areas, such as spelling, writing, reading and math.
Effective written and oral communication skills.
Ability to manage the curriculum and assessment portion of the district and State ELL programs.
Ability to learn the use of a microcomputer and various software programs.
Ability to maintain accurate files and records.
Ability to attend to detail and follow tasks through to completion.
Ability to maintain confidentiality.
Ability to organize tasks and set priorities within established parameters.
Ability to remain flexible to changes in assignments or situations.
Ability to organize activities.
Ability to follow instructions through to completion.
Ability to work independently with minimum supervision.
Ability to establish and maintain effective working relationships with staff, students, and parents.

Licenses/Special Requirements
Emergency, Substitute, or Continuing Teaching Certificate required to administer Washington Language Proficiency Test (WLPT)
Must complete training in first aid and CPR as required by the district.
Must have valid Washington State Driver’s license.

Special Requirement update 6/2010