

**JOB DESCRIPTION**  
**ENGLISH LANGUAGE LEARNER (ELL)**  
**COORDINATOR/TEACHER**

**SCHOOL DISTRICT OF PITTSVILLE**

**REPORTS TO:** Director of Student Services and/or Building Principal(s)

**QUALIFICATIONS:**

1. Maintains teacher certification with the Wisconsin Department of Public Instruction with one or both endorsements (or professional development plan to earn/receive endorsements):
  - Bilingual Education (K-12)
  - English as a Second Language (K-12)
2. Coursework with emphasis in any of the following areas is helpful, but not required:
  - Reading
  - Curriculum and instruction
  - Assessment
  - Early Childhood
  - Special Education
  - Professional Development
  - Educational Leadership
3. Experience in the following areas is helpful, but not required:
  - Working with migrant population
  - Working with second language learners
4. Skills:
  - Interpersonal skills to work with district staff and parents
  - Ability to follow through with directives
  - Bilingual in English/Spanish
  - Ability and desire to be an advocate for English Learners

**DUTIES AND RESPONSIBILITIES:**

1. Identify students who qualify for services based on state, federal and district guidelines.
1. Organize effective classes for students using either an inclusion classroom model or a pull-out model depending on the student's needs and language proficiency.
2. Teach language acquisition classes to students who qualify as an English Language Learner by providing high quality instruction in English language development to students in grades K-12 with focus in the areas of reading, writing, speaking, and listening.
3. Collaborate with classroom teachers.
4. Implement ELL services in conjunction with the overall school plan(s) and ensure that the program is consistent with district, state, and federal guidelines.
5. Maintain teacher lesson plans.
6. Responsible for compiling and maintaining a department specific file for each eligible student who receives services. This department file includes a minimum of:
  - a. Basic Demographic Sheet
  - b. Copy of home language survey from CUM file (usually filled out at time of registration)
  - c. Service Criteria Report
  - d. Educational Learning Plan (annually)
  - e. Copy of progress reports and end of semester reports

- f. ELA Individual Student Report (annually)
- g. Assessment and Services Report (annually)
- h. Service Exit Report (as needed)
- i. Migrant Reports (for those who qualify for this service)
  - Service/Eligibility Report
  - Copy of Certificate of Eligibility Report (COE)
8. Serve as a member of the various intervention teams and other committees as requested and where appropriate. The request to serve on the intervention team may come from the student's general education teacher, principal, director, or self.
9. Assist students in preparation for transitions in education setting; i.e. moving from one building to another or graduation preparation - including help with college applications, ACT preparation, scholarship assistance, etc.
10. Evaluate effective curriculum and software programs; make recommendations to department director.
11. Attend trainings as needed; requested from teacher, principal, and/or director.
12. Additional duties as needed.

**EVALUATION:** The administration shall complete an evaluation in accordance with Board policy.

***Approved by the Board of Education May 8, 2023.***