

## Union Public Schools Job Description

**Position Title:** Elementary English Learner Instructional Coach  
**Department:** Teaching and Learning  
**Reports To:** Site Principal (in consultation with the District Curriculum Specialists)

**FLSA Designation:** Exempt

**SUMMARY:** To provide leadership in the development of ELD practices at the elementary level; to coordinate the site-level EL program for grades PK-5<sup>th</sup> .

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Supports district curriculum, instruction, and assessment.
- Offers curricular assistance such as data disaggregation, EL strategies, and sheltering practices.
- Offers instructional assistance by observing instruction, providing feedback, and consulting with teachers to develop best practices.
- Plans activities related to specific lessons and/or instruction with individuals/groups of teachers.
- Helps gather materials and finds resources to support instruction.
- Assists teachers with assessment and data-related activities, such as data collection/analysis and examination of student work.
- Models/teaches/co-teaches lessons/strategies with the classroom teacher.
- Designs and uses a variety of active teaching and learning strategies to improve student performance.
- Facilitates collaboration and professional growth for instructional personnel.
- Coordinates student placement of ELs and acts as a liaison with principals and classroom teachers concerning scheduling.
- Works with EL Curriculum Specialist and EL teachers to select appropriate materials and instructional delivery practices.
- Coordinates LEP testing and distribution of results.
- Provides site documentation for ELs such as ELAPs, Parent Notifications, and testing accommodations.
- Maintains accurate, complete, and correct records as required by law, District policy, and administrative regulations.
- Assumes personal responsibility to remain current in best practices and research through independent study.
- Submits periodic updates to site principal and instructional coaches to document progress toward meeting site/district goals.
- Demonstrates strong interpersonal skills and abilities to work as a member of a collaborative team.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

**SUPERVISORY RESPONSIBILITIES:** None.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:** Bachelor's degree required with a minimum of three years teaching experience. ESL certification required. Demonstrated teacher leadership at the district and site level. Knowledge of state, district and classroom-based assessments.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid Oklahoma Elementary Teaching Certificate and ESL Certification.

**LANGUAGE SKILLS:** Ability to read, analyze and interpret periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence and manuals. Ability to speak effectively before administration, staff, parents and students. Ability to communicate orally and in writing.

**MATHEMATICAL SKILLS:** Ability to analyze and interpret statistical data to communicate clearly to teachers. Ability to apply inferences from statistical data to classroom practice.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out written and oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**OTHER SKILLS and ABILITIES:** Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement professional development based on District objectives; ability to establish and maintain effective relationships with administrators, faculty, and parents.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand and talk or hear and sometimes walk and sit. The employee is occasionally required to bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being and work output of other people.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee is directly responsible for safety, well-being and work output of other people.

The noise level in the work environment is moderate to loud.