

## Union Public Schools Job Description

**Position Title:** ELL Lead Teacher  
**Department:** Teaching and Learning  
**Reports To:** Site Administrator

**FLSA Designation:** Exempt

**SUMMARY:** To coordinate the ELL (English Language Learner) Program for grades K-12 in a manner that will help students learn the English language so that they can better understand classroom assignments and daily activities.

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

- Works with teachers to establish the Curriculum, Scope and Sequence for the ELL Program.
- Coordinates student placement in ELL classes and acts as a liaison with principals and regular teachers concerning scheduling.
- Works with ELL teachers to select appropriate texts and materials and establish ELL grading procedures.
- Coordinates LEP (Limited English Proficiency) testing and distribution of results.
- Works with Director of Pupil Accounting to collect LEP and bilingual enrollment data.
- Maintains appropriate translation resources available to assist with classroom, office and special education needs.
- Provides in-service training concerning LEP, ELL and bilingual education to staff and parents.
- Maintains data and prepares documents concerning child counts, programming, student progress, and others as assigned.
- Maintains contact with all site principals, counselors and teachers with students in the program.
- Works with Director of Transportation to assure transportation needs of ELL students are met.
- 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 of Arts degree with teaching experience preferred. Experience in ELL program preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid Teaching Certificate with bilingual endorsement preferred.

**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 in English and Spanish.

**MATHEMATICAL SKILLS:** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions.

**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 lessons based on District and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers and parents; both in oral and written communication, including development, interpretation and translation of forms and documents.

The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

**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.

**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 noise level in the work environment is moderate to loud. The employee is directly responsible for safety, well-being and work output of other people.