

**MONONA GROVE SCHOOL DISTRICT**  
**Position Description**

**Position Title:** English Language Learner (ELL) Teacher

**Department/Location:** School Building

**Reports to:** Building Principal and Director of Student Services

**Employees Supervised:** None

**POSITION SUMMARY:**

Under the direction of the Building Principal and the Director of Student Services, the English Language Learner (ELL) Teacher provides support for students who are identified as English Language Learners in a variety of settings including co-teaching, small group instruction, and consultation with classroom teachers.

**PERFORMANCE RESPONSIBILITIES:** This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

**Essential Functions**

1. Identify English language learner (ELL) students using district criteria.
2. Develop, implement, monitor, and evaluate instructional programming to meet the needs of ELL students.
3. Collaborate with the ELL team on programming, data analysis, and instructional planning.
4. Act as a resource for colleagues by modeling instructional strategies, identifying and developing instructional resources, and providing professional development related to the needs of ELL students.
5. Communicate effectively with students, administrators, parents, school staff, and members of the school community.
6. Fulfill Elementary and Secondary Education Act (ESEA) compliance requirements related to this position.
7. Continue to maintain and improve professional competence.
8. Maintain appropriate certifications and training hours as required.
9. Comply with applicable district, state, local and federal laws, rules and regulations.
10. Attend work regularly.
11. Perform other duties as assigned.

### Additional Job Functions

1. Attend staff meetings and serve on committees as required.
2. Maintain knowledge of software and equipment used to perform duties, such as student information systems, word processing, database, spreadsheets, e-mail, and office equipment.
3. Know, understand and follow applicable safety policies and procedures, including but not limited to: proper lifting techniques, awareness of eye strain, use of proper wrist support when keyboarding for extended periods of time and office ergonomics.

### **QUALIFICATIONS:**

#### Experience, Training, and Licensure

1. Valid Wisconsin Department of Public Instruction English as a Second Language License (1395), or eligibility to obtain appropriate license upon hire required.
2. Experience and/or training working with English language learners at various age levels and diverse backgrounds preferred.
3. Experience with differentiating instruction preferred.
4. Experience working with diverse learners and supporting culturally responsive practices preferred.
5. Experience working with students from a variety of cultural, racial, socioeconomic and linguistic backgrounds as well as students from a variety of family structures preferred.

#### Knowledge, Skills, and Abilities

1. Fluency in multiple languages preferred.
2. Knowledge of teaching principles, practices, techniques and approaches.
3. Knowledge of current trends, theories and technologies pertaining to learning and instruction.
4. Knowledge of assessment procedures and techniques, test construction and evaluation methods.
5. Knowledge of subject material, concepts and issues related to grade/subject of assignment.
6. Understanding of basic office equipment and software used by the district in maintaining records and files (i.e. word processing software, student record databases).
7. Knowledge of instructional technologies and software, equipment, tools and devices used in presenting instruction, documenting assessments, and tracking student progress.
8. Excellent verbal and written communication skills.

### **WORKING CONDITIONS:**

#### Work Environment

1. Classroom/school environment.

### Physical Tasks

1. Must be able to sit or stand for prolonged periods.
2. Must be able to perform light physical work, occasionally lifting up to 30 pounds without assistance in an indoor setting.
3. Must be able to move throughout the building and from building to building.
4. Must be able to reach in all directions and bend/stoop to store and retrieve files, use telephone, calculator, computer and other office equipment.
5. Must be able to operate a computer and other office productivity machinery, such as a copy machine and computer printer.
6. Must be able to converse with administrators, staff, parents, and the public, and must be able to exchange accurate information with such individuals.
7. Must be able to review written materials in print and electronic formats.
8. Must be able to complete job duties in an environment where background noise and frequent interruptions are the norm.

*Disclaimer: This position description is subject to change at any time.*

**Board Approved: February 8, 2017**