



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title: **English Language Development (ELD) Program Specialist** FLSA Status: **Exempt**  
 Job Family: **Licensed** Pay Range: **T Salary Schedule**  
 Prepared/Revised Date: **January 1, 2018** Job Code: **21263**

**SUMMARY:** Responsible for collaborating with teachers, administrators, ELD staff members, and the families of English Language Learners (ELLs) throughout the school district to provide linguistic and academic support to students who are developing English proficiency.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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.*

DESCRIPTION OF JOB TASKS	
1.	Collaborate with principals to ensure that research-based Language Instructional Education Programs (LIEPs) and English language development is in place for all identified ELLs.
2.	Integrate the Colorado English Language Proficiency (CELP) standards by facilitating: <ol style="list-style-type: none"> <li>Whole school professional development presentations.</li> <li>Embedded, ongoing professional development during Professional Learning Communities (PLC) meetings.</li> <li>Within individual classrooms to ensure that all ELLs have access to grade-level academic content material.</li> </ol>
3.	Assist with <ol style="list-style-type: none"> <li>The identification of ELLs, adhering to the PSD ELL identification process.</li> <li>Developing Unified Improvement Plan goals and ELD action plans that address ELL student achievement.</li> </ol>
4.	Work with instructional staff to ensure that content is driven by the Colorado Academic Standards.
5.	Provide ELD representation on various district teams, including the Multi-Tiered Systems of Support team and the Student Success Team.
6.	Proctor state-mandated and other district language proficiency tests.
7.	Collaborate with: <ol style="list-style-type: none"> <li>Teachers, support personnel, administrators, and other providers to enhance instruction and improve student outcomes.</li> <li>Colleagues in team and building-based meetings and discussions.</li> </ol>
8.	Demonstrate a commitment to: <ol style="list-style-type: none"> <li>Understand, appreciate, and make accommodations for student diversity.</li> <li>Include and engage families in the student's education.</li> <li>Support all Poudre School District policies, procedures, and expectations.</li> <li>Provide personal and professional excellence.</li> </ol>
9.	Participate in: <ol style="list-style-type: none"> <li>District level ELD leadership team meetings.</li> <li>Social, cultural, interscholastic, and extracurricular activities.</li> <li>Professional development courses required by the state, district, and ELD department and other growth opportunities.</li> </ol>
10.	Attend work and arrive in a timely manner.
11.	Perform other duties as assigned.

#### **EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor's degree with proper teaching licensure program required.
- Master's degree in culturally and linguistically diverse education or related field preferred.



- Experience in an educational setting with students and/or families preferred.

**LICENSES, REGISTRATIONS, or CERTIFICATIONS:**

- Criminal background check required for hire.
- Valid Colorado special services license with appropriate endorsements required.
- CPR and First Aid certifications encouraged.

**TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:**

- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Math and accounting skills.
- Critical thinking and problem-solving skills.
- Bilingual oral and written communication skills preferred.
- Ability to work supportively with other teachers, staff, and administrators to provide an effective learning environment.
- Ability to communicate with students, parents/guardians, staff, and community members.
- Ability to be a part of and work with a team.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT-OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage, and/or other department software packages.
- Operating knowledge of and experience with typical educational/instructional technology equipment and programs.
- Operating knowledge of and experience with typical office equipment.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	0

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle, or feel		X		



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	



<b>VISION DEMANDS:</b>	<b>Required</b>
Depth perception	
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	