



*Respectful, Responsible, Safe & Prepared*

## **POSITION DESCRIPTION EL (English Learner) Coach**

### **ORGANIZATIONAL RELATIONSHIPS**

The English Learner (EL) Coach will help students understand subject matter and acquire skills that will contribute to their academic success and English language proficiency. This individual will coach and support classroom teachers in learning and implementing effective strategies and accommodations to use with EL students across environments. The EL Coach will serve as a liaison between families, school, and the community to ensure continuity of services.

### **PERFORMANCE RESPONSIBILITIES**

1. Student Identification
  - a. Assists with referrals to other professional staff members in the district;
  - b. Assists in the identification of students' needs;
  - c. Refers students for exceptional education programs as appropriate;
  - d. Monitors students' standardized testing achievement;
2. Communication
  - a. Serve as liaison between parents, students, and staff for students identified as English Learner (EL) students;
  - b. Communicates with students, parents, counselors, and other school staff (as necessary) on student's needs and progress;
  - c. Makes referrals to outside agencies and professional persons;
  - d. Shares information with our community about student accomplishments and successes;
  - e. Cooperates with local health authorities on pertinent matters;
  - f. Collaborate on the EL budget expenditures;
  - g. Lead the annual review of the district's EL program guide;
  - h. Train and coach general education staff related to academic interventions that they can use with EL students;
  - i. Participate on district teams and professional development activities related to this position;
3. Classroom
  - a. Provide direct support for EL students with the most significant needs and indirect support for EL students with moderate needs;
  - b. Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the student;
  - c. Adapts instructional material as necessary to meet student needs, aptitudes, and interests;
  - d. Utilizes a variety of teaching strategies;
  - e. Guides the learning process toward the achievement of curriculum goals and--in harmony with the goals--establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students;

- f. Engages in curriculum planning and development;
- g. Grades and/or evaluates student work consistently;
- h. Participates in the selection of instructional materials and textbooks;
- i. Evaluates the instructional program;
- j. Helps teachers implement new instructional ideas and strategies;
- k. Encourages students in establishing high standards of conduct (the Waupaca Way);
- l. Establishes an effective climate for learning;
- m. Implements the Board's policies on student discipline;
- n. Identifies and utilizes community instructional resources;
- o. Flexibility to attend approved community events outside of school hours;
- p. Attends professional conferences to keep abreast of promising instructional practices;
- q. Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign

### **QUALIFICATIONS**

1. Current teaching license validated by the Wisconsin Department of Public Instruction;
2. Bilingual Spanish skills in reading, writing, and speaking;
3. A valid WI Driver's license to travel between buildings;
4. An ESL (1395) license is preferred;
  - a. Would also consider licensure in reading (316/317) and/or Spanish instructor license (1365);
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

### **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

1. Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
2. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handling and working with various materials and objects are important aspects of this job.
3. The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout his/her employment in the District.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **TERMS OF EMPLOYMENT**

1. As set forth in the Teacher Handbook
2. Reports to the Director of Student Services and building level administration

CREATED: 04.14.2023

REVISED:

The School District of Waupaca does not discriminate on the basis of race, color, national origin, ancestry, marital status, pregnancy, parental status, arrest or conviction record, membership in the military reserve, religion, political beliefs or affiliations, citizenship, use or non-use of lawful products off school premises during non-working hours or any other factor prohibited by law. Discrimination on the basis of age, sex (including sexual orientation) or disability is prohibited except where specific age, sex or other requirements constitute a bona fide occupational qualification necessary to the proper and efficient operation and administration of the school district. The Superintendent of Schools is the compliance officer. Please call 715.258.4500 with questions or concerns.