



ENGLISH LEARNER/SPECIAL EDUCATION SPECIALIST

QUALIFICATIONS

A. REQUIRED

- Bachelor's degree
- Valid Arizona Special Education Teaching Certification
- ESL/Bilingual & Multicultural/SEI Endorsement
- Three (3) years or more experience in classroom teaching in public schools

B. DESIRED

- Knowledge of general school operations
- A comprehensive understanding and working knowledge of English Language Development (ELD) curriculum and instruction and special education strategies and assistive technology
- Strong organizational, communication, public relations, and interpersonal skills
- Strong computer skills, including proficiency with word-processing and spreadsheet packages
- Bilingual

SUMMARY

Assists teachers of students who are identified as English Learners with special needs to provide targeted support/services for the required ELD program model in the areas of English Language Proficiency standards, curriculum, instruction, assessments, and student achievement. Under general direction and using independent judgment, demonstrates an appropriate understanding of Federal, State, District and school guidelines while working with students, staff and parents.

Reports to: English Language Learner (ELL) District Coordinator

ESSENTIAL FUNCTIONS

- Work with ELD teachers and Special Education teachers/staff on strategies that would benefit English learners with special needs in mainstreamed classrooms and Cross-Categorical settings
- Provide targeted and meaningful support to students identified as an English Learners with additional special educational needs
- Model lessons for teachers of specifically identified ELD students targeting specific skills/strategies for academic achievement or behavioral issues based on identified need
- Attend MET/IEP/Addendum meetings as an advocate for the student on behalf of the Language Acquisition Department and the Special Education Department
- Review all files of English learners who also have special education needs to determine if all compliance paperwork was completed according to District, State and Federal guidelines
- Assist with administration of the AZELLA Placement and AZELLA/ALT Reassessment to English Learners who may need individualized one-on-one testing
- Assists with the use of data for purposes of instructional and program improvement



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- Participates in developing and maintaining a positive communication system with the staff, students and parents
- Visits classrooms to maintain familiarity with the implementation of curriculum
- Facilitates the implementation of new materials, methodologies, philosophies, and innovations which will assist in meeting the needs of dual labeled students
- Works with teachers when submitting requests for educational materials
- Communicates and supports expectations that are consistent with district culture and beliefs
- Promotes a positive, learner centered environment
- Works with students in a firm, fair and consistent manner
- Advocates for students' welfare by making and keeping in contact with teachers, parents and the principal
- Follows all district mandates within the Student/Parent Handbook when dealing with student issues
- Works with students on behavior management issues when appropriate
- Assists others in providing timely communication with parents regarding student issues
- Assists with the coordination and implementation of procedures for student safety
- Attends appropriate meetings
- Assists with promoting a team concept with certified and classified personnel
- Exhibits patience, courtesy and tact when dealing with others
- Performs related duties, as assigned
- Promotes and supports district-wide educational advancement in 21st Century Skills.
- Integrates knowledge and skills that are relevant to the 21st Century

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to use strong communication skills, both verbal and written
- Ability to work irregular hours
- Ability to develop, implement and evaluate plans
- Ability to manage classroom organization, time, space and behavior
- Ability to perform functions from written and oral instructions and from observing/listening to others
- Ability to sit for extended periods of time
- Ability to reach, stoop, bend, and hold or grasp objects
- Ability to appropriately handle confidential information and records
- Ability to organize work and high volumes of information
- Ability to concentrate for extended periods of time
- Ability to process complicated mathematical computations
- Ability to multi-task
- Ability to research, analyze and formulate decisions quickly
- Ability to exercise judgment in accordance with established procedures