

**PLEASE POST**

**June 23, 2021**

**VACANCY  
2021-2022 School Year  
School City of East Chicago**

**POSITION:** EL Specialist- Elementary Level (Pre K- 6<sup>th</sup>)

**SCHOOL:** McKinley Elementary School

**Job Summary:** The ENL Specialist will provide personalized support to General Education teachers through in-class demonstration lessons, classroom observations, cooperative lesson planning, incorporating assessment using data analysis and provide professional development on evidence-based methodologies for English Learners.

**QUALIFICATIONS REQUIRED:**

- Master's degree from an accredited college/university.
- Current Indiana Teaching License Bilingual/Bicultural; ESL/ENL Endorsement.
- Minimum 5 years of successful teaching experience in Elementary Classroom setting;
- Bilingual-Spanish preferred.
- Experience using researched-based instructional practices with English learners.
- Experience interpreting WIDA disaggregate data and completing & monitoring state compliant guidelines. Also experience entering student data into Skyward software.

**SUMMARY OF ESSENTIAL JOB FUNCTIONS:**

- Responsible for instruction with LEP students.
- Facilitate professional development for all teachers needs with LEP and FEP students.
- Create positive relationships with teachers and administrators.
- Communicate and demonstrate researched-based instructional practices with ELD that result in increased student performance.
- Observe General Education classrooms and model lessons with teachers. Provide instructional feedback through peer conferencing.
- Communicate effectively with parents, members of the school district and local community.
- React to change productively and handle other tasks as assigned.
- Support the value of an education for multi-linguistic and ethnic students.
- Assist families with enrollment in the EL Program. Administer WIDA Placement for appropriate age and grade level placement.

- Responsible for accurate data-entry for all LEP students on RDS/Skyward, along with maintaining current documentation of 1<sup>st</sup> yr./2<sup>nd</sup> yr. Level 5 Monitoring, Exit Forms, Retention and Special Education Identification.
- Organize, schedule and conduct training on Annual Spring WIDA assessments for EL students within your assigned building.
- Maintain a log/schedule of visits to classrooms and/or conferencing with teachers.

#### **GENERAL RESPONSIBILITIES:**

- Demonstrate willingness to assume leadership positions.
- Demonstrate knowledge of evidence-based instructional strategies that engage all students.
- Provide organized, individual and/or group learning opportunities for teachers as needed.
- Demonstrate knowledge using a variety of assessment tools.
- Demonstrate a thorough knowledge of curriculum and subject matter.
- Assist teachers with designing instructional decisions based on assessment data.
- Assist teachers with specific classroom activities when requested.
- Provide support for classroom motivation and management strategies.
- Assist teachers in creating materials that are in alignment with curriculum.
- Monitor intervention programs by observing and meeting with teachers.
- Provide teachers Internet links related to instruction and curriculum.
- Instruct and support teachers with curriculum software products, and classroom/curriculum related technologies.
- Provide assistance in researching instructional and/or curriculum issues.
- Model lessons when appropriate.
- Provide encouragement and emotional support to teachers.
- Encourage ongoing professional growth for all teachers.
- Manage time and schedule flexibility that maximizes teacher schedules and learning.
- Work positively toward meeting identified district and building improvement goals.
- Develop and maintain a confidential, collegial relationship with teachers.
- Possess an understanding of when to contact administrators regarding issues of safety/ethics involving students in classroom observed.
- Obtain advance approval of the Principal/EL Program Administrator for unique activities and expenditures.
- Attend workshops/conferences to learn about new innovative instructional strategies.
- Adhere to all district and building health and safety policies, including all precautions of the Blood borne Pathogens Exposure Control Plan and Building Crisis Plan.
- Understand that job responsibilities may vary related to each building's needs.
- Perform duties as assigned by the Principal and the EL Program Administrator.

**REPORTS:**

- Building Principal

**SALARY:**

- Commensurate by Experience and Education
- Competitive package provided

**START DATE:** 2021-2022 School Year

**APPLICATION DEADLINE:** OPENED until filled.

**Please submit a letter of interest and credentials/resume to:**

Robert Doctor  
Director of Human Resources and Compliance  
School City of East Chicago  
1401 E. 144<sup>th</sup> Street  
East Chicago, IN 46312  
[HumanResources@ecps.org](mailto:HumanResources@ecps.org)

Apply **on-line** @ [:https://rds.ecps.org/rdsonlineapp/](https://rds.ecps.org/rdsonlineapp/) {applies to out of district applicants}

Look for postings on-line @ [www.scec.k12.in.us](http://www.scec.k12.in.us) Links/JOB OPENINGS