



CHARIHO REGIONAL SCHOOL DISTRICT

Job Description

Position Title	Multilingual Learner (MLL) Specialist
Reports To	Principal/Assistant Principal/Director
Level/Grade	PK-12
Type of position:	<input type="checkbox"/> 12 Month <input checked="" type="checkbox"/> 10 Month <input type="checkbox"/> Contractor <input type="checkbox"/> Extra Curricular

Classroom teachers plan, facilitate, implement, and deliver the full instructional MLL program in an elementary and/or secondary setting. These professionals have the awesome responsibility of guiding students at multiple levels to reach or exceed grade-level expectations, encouraging each child to reach his/her full potential. The teacher's overall focus is to help MLL students increase their English language skills in reading, writing, speaking, and listening by providing specific instruction to meet their individual needs. This position covers all MLL students in grades K-12. The MLL teacher is viewed as a specialist for language acquisition instruction as well as serving as a support and resource to the faculty of the district as they help integrate MLL students in their respective classrooms.

Qualifications

- Rhode Island Department of Education Teaching Certification: English as a Second Language Specialist/Consultant, Grades PK-12, and/or All Grades English to Speakers of Other Languages Teacher, Grades PK-12
- Highly Qualified

Essential Duties and Responsibilities (*other duties may be assigned*)

- Implements the curriculum with modifications and accommodations aligned to the WIDA standards and adheres to the policies and related directives of the Chariho Regional School District.
- Promotes the attainment of the District's Mission, Vision, and Strategic Plan.
- Teaches the English Language Proficiency Standard Course of Study and other approved learning activities.
- Attends all necessary training to become proficient in administering the ACCESS English Language assessment.
- Coordinates and administers yearly ACCESS English language assessments.
- Coordinates and administers necessary English language screening assessments to identify MLL students.
- Is strongly encouraged to act as the district's MLL coordinator.
- Develops lesson plans and instructional materials. Provides individualized and small group instruction to adapt the curriculum to the needs of each student.
- Collaborates with classroom teachers to scaffold and support students' access to grade-level content.
- Displays strong and deep knowledge of the philosophical foundations and content of the curriculum.
- Applies current research-based best instructional practices and strategies to deliver the curriculum.
- Understands how knowledge is constructed within the discipline.
- Plans and prepares lessons to optimize learning.
- Promotes deep understanding of content by addressing unique learning styles, adapting instruction to meet the needs of all students, engaging students in rigorous learning experiences, using effective questioning techniques, and relating instruction to the student's life and to prior and future learning.
- Serves as a member of the various intervention teams and other committees as requested.
- Contributes to and implements plans, including but not limited to IEPs, 504s, and

- individual health plans for students with unique needs.
- Reinforces strong student effort and excellent student work products.
- Facilitates student learning through various collaborative grouping structures that are appropriate to the instructional task.
- Requires students to regularly engage in high-level activities, including but not limited to application and analysis of information.
- Administers and interprets various types of assessments.
- Maintains accurate student records as a result of the monitoring of regular formative and summative assessments of curriculum attainment; adjusts instruction for individuals and groups of students.
- Makes appropriate referrals and is prepared with credible and accurate documentation.
- Considers student voice in establishing and enforcing effective and positive classroom rules and procedures to ensure safety and enhance learning.
- Organizes all facets of the instructional delivery system so that all equipment and instructional tools are ready for use, ensures smooth transitions, maximizes time on task, and guarantees the efficient distribution of resources.
- Integrates technology to more effectively deliver the curriculum and specially designed instruction.
- Communicates high and clear expectations.
- Assists students in monitoring their own progress.
- Contributes to collaborative planning activities.
- Consults and collaborates regularly and professionally with colleagues, students, and parents; communicates immediately with all when there are concerns.
- Takes responsibility for personal and professional growth.
- Participates in school events and in-school and/or department improvement efforts. ➤ Supervises and assists with evaluating others, including but not limited to volunteers and teacher assistants, etc., as appropriate.
- Performs administrative duties, including but not limited to budgeting, ordering of supplies, etc., as appropriate.
- Other duties as assigned by supervisor.

Supervises

Students, Teachers and Volunteers

Skills Required

- Ability to read, analyze, and interpret general business periodicals, professional journals, test data, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.
- Ability to calculate figures and amounts.
- Ability to utilize current technology for instructional purposes, communication, data analysis, and access to research.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and school committee policies.

Physical Demands

- The physical demands described here 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.

- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Specific vision ability required by this job includes close vision and distance vision. Frequently, driving is required to meet the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and with other workers. The position may require the employee to work irregular or extended hours, direct responsibility for the safety, well being, or work output of other people, and meet multiple demands from several people.

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in this environment may be loud, depending upon the activity in the particular part of the day and location.

Education Requirements

Bachelors' Degree and appropriate certification

Terms of Employment

Work year, salary, and benefits established by the School Committee.

Created 4/17/2023

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.