

## Job Description

**Job Title:** ESL Instructional Specialist

**Position Code:**

**Job Classification:** Exempt

**Supervisor:** ESL Instructional Supervisor

**Pay Grade:** 40

**Contract Length:** 245 days

### Job Summary

In collaboration with the ESL instructional supervisor, this position is responsible for supporting the district's ESL program initiatives. This position coach's teachers, models lessons, co-teaches, collaboratively plans, provides feedback to teachers, conducts professional development, and collaborates with administrators, as well as provides guidance and expertise in the best practices for successful language acquisition, specifically in the four language domain areas of reading, writing, speaking, and listening.

### Essential Duties

1. Coaches and supports teachers in planning, delivering, and assessing quality instruction for ELs.
2. Plans, models, and co-teaches effective lessons with teachers.
3. Regularly visits classroom to provide feedback to teachers to improve instructional planning, delivery, and assessment, including planning for ongoing monitoring and support for the successful language acquisition.
4. Assists with the supervision and administration of the district's ESL program, including curriculum and instructional program.
5. Analyzes SOL, ACCESS for ELs, and assessment data to identify areas for improvement, establish goals, and monitor improvement.
6. Provides leadership and support in the development, implementation, and revisions of the ESL curriculum.
7. Develops and conducts professional developments for teachers and administrators regarding instructional strategies and best practices for ELs.
8. Coordinates and facilitates teacher study group activities and the sharing of successful lessons to ensure the successful implementation of the program.
9. Meets regularly with ESL Instructional Supervisor regarding classroom practices and ongoing feedback.
10. Participates in on-going professional development by attending workshops, lectures, and institutes on specific subjects to enhance job performance such as knowledge in language acquisition, literacy development, coaching skills, and adult learning theory.
11. Keeps abreast of all federal and state Title III and LEP/EL guidelines.
12. Assist in ESL program presentations, professional development sessions, state assessments, and trainings as needed
13. Assists in planning and implementation of summer programs.
14. Assists with the selection of textbooks, instructional materials, instructional resources, and equipment for the ESL program.
15. Supports all NNPS schools and the ESL department with ELs as needed.
16. Maintains detailed logs of support provided to schools.
17. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

1. Initiates and maintains effective liaisons with professional cohorts and organizations to keep abreast of developments and research in the profession.
2. Performs any other related duties as assigned by the ESL Instructional Supervisor or appropriate administrator.

**Job Specifications**

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Master’s degree, a Postgraduate Professional License with endorsements as an ESL teacher and five years of effective teaching experience in ESL, K-12. Virginia License in administration and supervision preferred. Must possess demonstrated evidence of leadership responsibilities beyond those required in the classroom. Must possess an in-depth knowledge of ESL programs, curriculum, instructional best practices, and adult learning theories. Knowledge of second language acquisition theories and remedial reading instruction preferred. Must possess effective instructional delivery techniques and the ability to guide and develop teachers. Must possess the ability to establish and maintain effective working relationships with teachers, administrators, community members, students and others. Must possess the ability to establish and maintain effective working relationships with parents, students, teachers, administrators, and community- based organizations.

**Working Conditions and Physical Requirements**

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 accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit or stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without visual aids; hear and understand speech at normal classroom levels and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms and on the telephone; physical agility to lift up to 25 pounds to shoulder height; ability to bend, stoop, climb stairs, and reach overhead.

**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 essential functions. Duties are normally performed in an office/school/ classroom environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Assigned Staff

**Supervision Received:** ESL Instructional Supervisor

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Instructional Specialist will be required to follow any other instructions and to perform any other related duties assigned by the ESL Instructional Supervisor or appropriate administrator that align with Federal Title III guidelines. Newport News Public Schools reserves the right to update, revise, or change this job description and related duties at any time.*

**Approvals:**

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Supervisor Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print) Signature Date