

Position: English Learner Teacher/504 Specialist

Reports to: Building Principal/Director of Student Services/Director of Curriculum and Instruction

Employment Status: Full Time

FLSA Status: Non-Exempt

Description: Provide English development instruction to students in grades K-12 within the district; Facilitate and complete evaluation/eligibility determination for 504 plans; Develop 504 plans; Monitor the implementation of Section 504 plans; Provide consultation concerning 504 services

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Plans and delivers instruction in English language development
- Collaborates with classroom teachers and specialists to ensure achievement of ELs across content areas
- Demonstrates an ability to effectively communicate with classroom teachers, administrators, and families
- Maintains accurate documentation required for compliance under Title III federal regulations
- Administers formative and summative assessments to monitor progress and ensure student achievement
- Attends district English learner meetings and professional development offerings
- Possesses characteristics necessary to act as an advocate for non-English speaking families within the district
- Demonstrates the knowledge and skills necessary to evaluate individual students' learning styles and needs, which results in planning appropriate instruction
- Reflects an awareness and acceptance of cultural differences exhibited by students and their families
- Possess the skills necessary for serving as a liaison between the school district and the home
- Facilitates the implementation of the school board approved Section 504 Policy
- Manages and ensures effective K-12 504 plan implementation for students on his/her caseload
- Develops, writes, and helps implement 504 plans
- Coordinates Section 504 referral process
- Provides notices and consents
- Completes, facilitates and conducts evaluations/eligibility determination team meetings for Section 504
- Schedules, organizes, and conducts annual reviews of each Section 504 students' plan
- Schedules, organizes, and conducts tri-annual reviews of each Section 504 students' evaluation
- Assists with planning state testing with the coordination of the accommodations that are required based on the 504 plans
- Attends regularly scheduled professional development and Section 504 training meetings
- Develops, continually revises, and ensures the implementation of consistent 504 procedures
- Collects and maintains all Section 504 data (504 plans and lists of eligible students) for reference purposes
- Works with regular education teacher/teams to develop appropriate programming for individual students
- Assists the Building Principal in resolving in-building program difficulties for children with diverse learning needs
- Assists in the development of program implementation procedures that will meet state and federal mandates and fulfill established education program goals
- Ability to assess needs of students
- Keeps informed of all legal requirements governing handicapped programs
- Assists in the coordination of related services (OT, PT and Speech), regular classroom integration and/or the provision of resources for students with disabilities after a 504 Plan is developed
- Respond to routine questions and requests in an appropriate manner
- Make contacts with the public with tact and diplomacy

- Maintain respect at all times for confidential information, e.g., student 504's, testing information, and student and staff information
- Interact in a positive manner with staff, students and parents
- Promote good public relations by personal appearance, attitude and conversation
- Attend meetings and in-services as required
- Schedules, organizes, and conducts tri-annual reviews of each Section 504 students' evaluation

Other Duties and Responsibilities:

- Perform other duties as assigned by the Superintendent

Qualifications:

- Bachelor's degree (B.A.) from an accredited institution of higher learning
- Valid Ohio Teaching License - Teaching English to Speakers of Other Languages (PreK-12)
- Three or more years related experience preferred
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to communicate effectively with others both orally and in writing
- Organizational and problem solving skills
- Ability to work effectively with others
- Experience working with children
- Training in varied instructional methods
- Basic computer skills
- Effective active listening skills
- Knowledge of IDEA and preschool rules
- Knowledge of academic area and teaching methodology specific to special needs students
- Ability to work in team environment

Equipment Operated:

- Computer
- Copy machine
- Printer
- Calculator

Additional Working Conditions:

- Exposure to blood, bodily fluids and tissue
- Occasional operation of vehicle under inclement weather conditions, i.e., being prepared to come to work on all scheduled workdays
- Interaction with children
- Requirement to travel
- Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel, and stoop
- Occasional carrying/lifting paper and other classroom supplies

Evaluation:

- Performance of this job will be in accordance with provisions of the Board's policy on Evaluation of Teaching Personnel

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Approved by: Norton City Board of Education
Adoption date: April 15, 2024