PERSONNEL VACANCY NOTICE

GARY COMMUNITY SCHOOL CORPORATION

1988 Polk Street
Gary, IN  46407

M. Jones-Henderson, Executive Director
Human Resources Department

Dr. Peggy Hinckley, Emergency Manager

POSITION: District Wide EL (English Learners) Coordinator

SALARY: DETERMINED BY UNION CONTRACT

REPORTS TO: Chief Academic Officer (CAO)

PURPOSE STATEMENT

Works with English learners (ELs) in developing English skills in reading, writing, speaking, and listening. The ESL teacher collaborates with classroom teachers in ensuring best practices for ELs are implemented throughout the school day. Administers the WIDA/ACCESS district wide.

DUTIES AND RESPONSIBILITIES

The list of duties and responsibilities is illustrative only and is not a comprehensive listing of all the duties and responsibilities performed by this position.

- Develop Individual Learning Plans (ILPs) for all ESL students.
- Monitor Fluent English Proficient (FEP) students who have exited from ESL services within the last two years.
- Maintain cumulative folders with required paperwork for English learners.
- Run student reports weekly to ensure accuracy of data.
- Assist in administering required language proficiency (W-APT/ACCESS) and academic achievement tests within the required time frame.
- Provide language development support via push in or pull out model.
- Utilize WIDA framework and standards in the development of lesson plans.
- Employ a variety of instructional techniques and teaching strategies to meet different aptitudes and interests of students, including whole group (co-teaching)/small-group or individual learning.
- Attend IEP, Section 504, or other related meetings necessary for student assessment and/or compliance with federal and/or state law.
- Work towards building a positive self-image in English learners.
- Help the school staff to be aware of and sensitive to cultural differences.
- Assist in collecting and analyzing data for increasing student achievement.
- Establish and maintain communication with parents of students in the program.
- Develop and deliver building level professional development.
QUALIFICATIONS
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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:
- Basic core program for EL students consistent with state education code requirements.
- Screening, evaluating, and recommending of applicants in the district’s EL program.

Skill in:
- Using a computer and related software applications.
- Using modern office equipment.

Ability to:
- Ability to read and comprehend instructions. Ability to write correspondence and effectively present information as required.
- Ability to apply common sense understanding to carry out written or oral instructions.
- Maintain accurate, complete, and correct records as required by law, district policy, and administrative regulation.
- Assist the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develop reasonable rules of classroom behavior and procedure, and maintain order in the classroom in a fair and just manner.

EDUCATION AND EXPERIENCE
Bachelor's Degree required.

CERTIFICATION
Must hold valid Indiana State Teacher's License in English as a Second Language

EVALUATION
Performance of this position will be evaluated by the Chief Academic Officer

ESSENTIAL FUNCTIONS
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 accommodations may be made to enable individuals with disabilities to perform the essential functions.
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.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

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.

Required Testing
- Drug Test

Clearances
- Fingerprinting/Background Check

METHOD OF APPLICATION:
An on-line application, to include letter of interest and resume listing training, past job experiences and responsibilities should be submitted prior to 4:30 p.m., Friday, May 4, 2018 to:

Gary Community School Corporation
Click on “Career Opportunities”
www.garycsc.k12.in.us
1988 Polk Street
Gary, IN 46407

Human Resources Department
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Certified: April 19, 2018

EQUAL OPPORTUNITY EMPLOYER