

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

10/10 Effective Date	Site-Based Support Facilitator Secondary English Language Acquisition  Job Title	<b>1.7.4.9</b>  Index
-------------------------	---	-----------------------------

1. Primary Function: Supports and facilitates school building coordination of student placement, data and site documentation for ELL students. Supports communication and facilitates the ELPA testing process and data results. Works closely with school site and Instructional Services personnel to ensure correct identification and placement of ELL students. Supports the communication and collection of necessary documentation for ELL programs at school site.
  
2. Responsible to: School principal.
  
3. Responsibilities:
  - 3.01 Meets on a regular basis with necessary building personnel and Instructional Services personnel for communication of necessary procedures.
  - 3.02 Assists with ELL identification and placement process at site level.
  - 3.03 Serves as building ELPA data facilitator and site documentation of ELL program.
  - 3.04 Identifies students who require ELPA testing and coordinates testing process within state directed timeframes.
  - 3.05 Supports the monitoring process of ELL students' academic progress for Transition students.
  - 3.06 Assists in monitoring compliance with federal, state and district regulations.
  - 3.07 Attends school, district, or state meetings as requested to share or gain information about ELL programs.
  - 3.08 Follows specified standards, policies, and procedures of the building and the district.
  - 3.09 Coordinates the Special Education pre-referral process for ELL students.
  
4. Preferred Qualifications:
  - 4.01 Completed ESOL or Bilingual Endorsement
  - 4.02 Demonstrated leadership and organizational ability.
  - 4.03 Demonstrated knowledge of ELL placement and ELPA testing requirements.
  - 4.04 Demonstrated ability in effective communication with teachers, program assistants, instructional assistants and parents.
  - 4.05 Teaching experience in bilingual or ESL/Sheltered instruction.

I am willing and able to perform the duties of this position as described in this job description:

Signature: \_\_\_\_\_

Date \_\_\_\_\_

Print Name: \_\_\_\_\_