

**MORENO VALLEY UNIFIED SCHOOL DISTRICT**  
**Human Resources Division**

**I. Position Title**

English Learner Specialist

**II. Position Description**

Under the direct supervision of the Principal, the EL Specialist will collaborate with site staff to implement, monitor, and evaluate the English Language Learners' Program so that EL students achieve English proficiency and academic progress.

**III. Responsibilities**

- Reviews site data and participates in determining placement of EL student classroom interventions based on students' needs and language proficiency.
- Facilitates appropriate placement and recommends appropriate classroom setting for EL students.
- Supports classroom teachers through collaborative planning, staff development, resources and materials, and/or coaching activities.
- Plans with stakeholders, assists with training and facilitates administration of CELDT and other required assessments.
- Facilitates completion of re-designation procedures. Monitors RFEPS and coaches teachers in appropriate strategies to ensure successful transition.
- Facilitates EL parent involvement:
  - Provides student placement and progress information.
  - Provides support to the site ELAC.
  - Provides information on parent education opportunities.
  - Provides resources to support student learning.
- Coordinates with site administrator on the assignment and training of the bilingual instructional assistant(s).
- Attends monthly meetings with the Director of ELL Programs to ensure consistency in the District EL Program and participate in Staff Development.
- Participates in the development of the Single Plan for Student Achievement. Participates in direct instruction as an intervention to identified students for a portion of the assignment per school site.

**IV. Qualifications**

Knowledge of: Current English Language Development teaching methodologies; current research and theory related to the education of English Language Learners; state academic content standards as well as ELD standards; state and federal compliance guidelines.

Ability to: Communicate effectively with adults and students of various ages and ability levels; show evidence of experience in leadership roles.

**VI. Education:** Valid California Teaching Credential with authorization for instruction in English Language Development to English language learners; minimum of 3 years of classroom teaching experience with EL students; experience in working with diverse populations.

**VII. Preferred Qualifications**

Bilingual/Biliterate in Spanish and/or BCLAD.