



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 2/8/2024

Supervisor, EL Professional Learning

Pay Scale: B

Level: 21

FLSA Status: Exempt

Job Family: Administration

Primary Location: Administration Building

Department Overview

The Department of Teaching and Learning (DTL) is charged with the development and implementation of high-quality education to improve student learning. DTL provides leadership, support, direction, and resources in the areas of curriculum, instruction, and assessment to create a climate of success for all learners. The Department includes the following teams: Teaching and Learning; English Learner & Preschool Programs; and Professional Learning and School Supports.

Job Overview

The EL Professional Learning Supervisor is responsible for the coordination, evaluation, and implementation of an evidence-based, high-quality professional development plan for administrators and educators of English Learners that informs of federal and civil right requirements, instructional strategies that best serve ELs, and develops skills for supporting second-language acquisition across the K-12 curriculum. The EL Professional Learning Supervisor is knowledgeable in research-based instructional strategies, second language acquisition, the WIDA English Language Development (ELD) Standards, and the components of effective professional learning. The EL Professional Learning Supervisor manages and oversees research-based and data-driven professional learning to support the needs of students eligible for a Language Instruction Educational Program (LIEP).

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Evaluates and provides direction to EL Deeper Learning Instructional Facilitators who are responsible for facilitating the division and school based Tiered EL Professional Learning Plan
- Identifies, designs, and oversees the implementation of division-level professional learning in language acquisition strategies that are sustained, intensive, collaborative, job-embedded, data-driven, and classroom-focused, which supports: instructional coaching, co-teaching, literacy interventions, and modeling for a wide array of stakeholders such as administrators, EL teachers, content teachers, special education teachers, and gifted education teachers
- Collaborates with the EL Director to monitor the effectiveness of division and school level professional learning and determine and implement necessary adjustments
- Collaborates with the EL Instructional Supervisors to monitor and ensure that professional learning and digital content focused on instruction for ELs is standard-aligned, rigorous, grade-level appropriate, and provides deliberate and appropriate scaffolds for PK-12
- Collaborates with the EL Director and EL Instructional Supervisors in identifying, coordinating, and implementing division-wide training on how to effectively connect the WIDA standards framework to state standards, and models how to integrate WIDA ELD Standards into instructional practice
- Collaborates with the Division of Professional Learning on county-wide professional learning, and

Administration Building 21000 Education Court Ashburn, VA 20148. (P) 571 252-1100 (Toll free) 888 204-1622

- Identifies budgetary needs to support division and school level EL professional learning needs

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Master's Degree

Experience

Five (5) years of successful experience in the teaching ELs at the elementary or secondary level
Experience in teacher mentoring or coaching in inclusive and collaborative teaching models

Licenses and Certifications

Postgraduate Professional License with an endorsement in English as a Second Language
Administrative endorsement or equivalent work

Knowledge, Skills and Abilities

- Strong commitment to quality, standards-based education for a culturally diverse community
- Demonstrates the professional and personal characteristics necessary to work effectively with a wide-variety of school personnel to include administrators, educators, and members of the community
- Knowledge of Federal/State/Local policies, State Board of Education Rules, Federal and State Accountability Systems, and Every Student Succeeds Act (ESSA) regulations
- Knowledge of research-based practices for English Language Learners and the WIDA English Language Development Standards
- Strong consultation skills for conferencing with administrators and teachers
- Excellent organizational, communication, and interpersonal skills

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual

orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.