# Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 4/26/2024

## Specialist, English Learner (Secondary)

Pay Scale: B
Level: 16
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 English Learner (EL) Specialist (Secondary) provides support in the areas of curriculum, instruction, and assessment for English Language Learners to ensure improved student achievement. The EL Specialist will work closely with the EL Secondary Supervisor to analyze EL data to inform decision making and to determine districtwide and school based instructional needs.

**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.*

- Keeps abreast of all federal and state EL guidelines pertaining to curriculum, instruction, annual language proficiency assessment, EL Assessment Participation Plans, and accountability measures
- Provides curriculum, instruction and assessment support to district leaders, school leaders, and educators on a regular basis to encourage the use of strategies that will improve student achievement
- In collaboration with the EL Supervisor and the EL Instructional Facilitators, targets necessary professional development on delivering high-quality instruction to ELs using research-based best practices in language acquisition to district leaders, school leaders, and educators
- Collaborates with the EL Supervisor and content supervisors to monitor that instruction for ELs is standard-aligned, rigorous, grade-level appropriate, and provides deliberate and appropriate scaffolds
- Develops and conducts professional learning on federal and state guidance pertaining to EL accountability measures, appropriate accommodations for English Learners on standardized assessments and the annual language proficiency assessment
- In collaboration with EL Supervisor analyzes district and school level English Learner data to guide instruction, determine areas of growth and deploy EL instructional support staff
- Provides programming coordination of EL extended learning opportunities, such as EL Summer School

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

**Education**
Bachelor's Degree

**Experience**
Knowledge and experience working with English Learners and students with documented disability

**Licenses and Certifications**
Postgraduate Professional License with an endorsement in the area of English as a Second Language

**Knowledge, Skills and Abilities**

- Successful teaching or administrator experience in EL and knowledge of current research in second language acquisition
- Demonstrated experience in equity issues, culturally responsive instruction, and sensitive topics
- Professional and personal characteristics necessary to work effectively with school personnel and members of the community, including strong organizational skills, ability to communicate effectively, and a willingness to collaborate with department colleagues

**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.