



**TITLE:** ENGLISH LEARNER LIAISON

**EDUCATION QUALIFICATIONS AND PREREQUISITES**

1. Bachelor's degree or higher
2. Licensed teacher by the Mississippi Department of Education
3. Ability to understand and carry out instructions
4. Ability to recognize and understand variations in student backgrounds, abilities, and learning styles
5. Ability to present standard American English language clearly and serve as a linguistic model for students
6. Ability to maintain a good relationship with all school personnel, students, and parents
7. Bi-lingual applicants preferred
8. Such other qualifications as may be set by the Board of Trustees

**SUPERVISES**

English Learners as assigned and directed by the Federal Programs Director

**REPORTS TO**

Federal Programs Director and Superintendent

**JOB GOALS**

1. To assist English Learners (EL) in the acquisition of listening, speaking, reading, and writing of the English language
2. To support the Mission and Beliefs of the District when carrying out duties and responsibilities as assigned

**DUTIES AND RESPONSIBILITIES**

Typical duties and responsibilities include but are not limited to the following:

1. Provides English instruction to English Learners (EL) in grades Pre-K through 12
2. Guide English Learners toward gaining proficiency in listening, speaking, reading and writing of the English language
3. Assist in administering required language proficiency and academic achievement tests for determining placement and ongoing monitoring of student progress
4. Assist in developing language acquisition support plans for all EL students and work with classroom teachers to implement plans
5. Assist in developing appropriate curriculum to help EL students with English language acquisition
6. Establish and maintain communication with parents of students in the EL program
7. Work with classroom teachers to support differential instruction

8. Attend professional development trainings and stay abreast of laws and legal obligations of the district
9. Perform other duties as assigned

**TERMS OF EMPLOYMENT**

Employment is based upon identified need; may be up to 180 days annually, with stipend as approved by the Board of Trustees

**EVALUATION**

Performance of this position will be evaluated semi-annually by the Federal Programs Director