



# Bullitt County Public Schools

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To: Jesse Bacon, Superintendent *JB*

From: Adrienne Usher, Assistant Superintendent for Student Learning  
Jennifer Wooley, Director of Human Resources

Date: June 5, 2019

Re: English Language (EL) Teacher Position

Since the enactment of The Every Student Succeeds Act, which is the reauthorized Elementary and Secondary Act, there have been many changes that have impacted subgroups of students. In reality, ESSA is primarily considered a civil rights law that was designed to “promote equal access to education for all students and establishes high standards and accountability for the most disadvantaged students—including English learners (ELs).” Under ESSA, there are new aspects in the law for EL students that dramatically impact classroom instruction, student support/services, teacher support and overall programming activities to better serve this population of students. Our district does not currently take Title III funds due to the low amount, but after consultation with the Kentucky Department of Education, the district will be taking Title III funds for the 2020-2021 school year. Under ESSA, disaggregated reporting of English Learners is now required reporting which was part of our Comprehensive District Improvement Plan for the first time due to this requirement. (Source: English Learners and ESSA, 2016)

Due to ESSA being more of a civil rights law for public education, the growing number of EL students in our district and feedback from KDE based on compliance with the law it is necessary that we make changes. In the state, BCPS has what is considered a “medium-sized” population of EL students. Over the past 5 years, our EL population has grown 10% each year to a total of 135 students, K-12 with 13 native languages represented other than English. In addition, KDE is requesting that we update our Lau Plan (English Language Learners Plan) to reflect general funds used to provide support and meet ESSA requirements. We currently use Rosetta Stone as our primary source of instruction, but based on KDE feedback and ESSA requirements we can no longer use this program for our primary source of instruction as it is now considered supplemental instruction. Therefore, Human Resources and Finance have been consulted to add an English Language (EL) Teacher beginning the 2019-2020 school year.

Currently, the Assistant Superintendent for Student Learning oversees our EL programming, along with Tammy Tomes and Jan Stone, and this will continue based on the fact this is a new instructional program for our district. Attached you will find the job description for the new English Language (EL) Teacher position to be funded out of the general fund. In addition, this position will not only provide instruction to students, but also will assist the district in meeting all ESSA and Title III requirements for EL students and programming. Attached you will find the job description for the new English Language (EL) Teacher position to be funded out of the general fund.

Please approve the attached job description for the English Language (EL) Teacher position and the position beginning the 2019-2020 school year

*JB*  
*6/10/19*  
*B. Usher*

## **BULLITT COUNTY PUBLIC SCHOOLS**

### **POSITION:                      ENGLISH LANGUAGE (EL) TEACHER**

**POSITION SUMMARY:** Under general supervision, English Language Teacher, also known as the EL Teacher, serves as a specialist for students who are learning English as a second language. The EL teacher works in a program designed to provide direct English Language Development instruction in the classroom, small groups and/or individual student settings. In addition to this specific individualized instruction, the EL teacher will assist general education classroom teachers with selection of appropriate curricula and the development of appropriate strategies to meet the unique needs of English Learners. This position coaches teachers, models lessons, co-teaches, collaboratively plans, provides feedback to teachers, conducts professional development, and collaborates with administrators, as well as provides guidance and expertise in the best practices for successful language acquisition, specifically in the four language domain areas of reading, writing, speaking, and listening. The EL teacher will follow the regulations associated ELD standards and reporting requirements that pertain to Title III.

- QUALIFICATIONS:**
- 1.) Kentucky certificate, license or other legal credentials required.
  - 2.) ESL Endorsement/Certification
  - 3.) Experience and such alternatives to the above qualifications as deemed appropriate and acceptable by the Kentucky Professional Standards Board.

**REPORTS TO:** Assistant Superintendent for Student Learning/Director of Elementary and Secondary Education

**SUPERVISES:** Students

### **PERFORMANCE RESPONSIBILITIES:**

1. Creates and maintains a learning climate that supports student learning outcome
2. Coaches and supports teachers in planning, delivering, and assessing quality instruction for ELs.
3. Plans, models, and co-teaches effective lessons with teachers.



4. Regularly visits classroom to provide feedback to teachers to improve instructional planning, delivery, and assessment, including planning for ongoing monitoring and support for the successful language acquisition.
5. Assists with the supervision and administration of the district's ESL program, including curriculum and instructional program.
6. Analyzes SOL, ACCESS for ELs, and assessment data to identify areas for improvement, establish goals, and monitor improvement.
7. Provides leadership and support in the development, implementation, and revisions of the ESL curriculum.
8. Develops and conducts professional development for teachers and administrators regarding instructional strategies and best practices for ELs.
9. Coordinates and facilitates teacher study group activities and the sharing of successful lessons to ensure the successful implementation of the program.
10. Participates in on-going professional development by attending workshops, lectures, and institutes on specific subjects to enhance job performance such as knowledge in language acquisition, literacy development, coaching skills, and adult learning theory.
11. Keeps abreast of all federal and state Title III and LEP/ EL guidelines.
12. Assists in ESL program presentations, professional development sessions, state assessments, and trainings as needed
13. Assists in planning and implementation of summer programs.
14. Assists with the selection of textbooks, instructional materials, instructional resources, and equipment for the ESL program.
15. Implements Board policies, administrative regulations, school rules governing student life and conduct and develops reasonable rules of classroom behavior and procedure.
16. Evaluates specific teacher/learning situations and communicates to students and others (e.g. progress reports, parent-teacher conferences and portfolios).
17. Takes necessary and reasonable precautions to protect students, equipment, materials and facilities.
18. Maintains accurate, complete and correct records as required by the law and district policy.

19. Identifies pupil needs and collaborates with other professional staff members in assessing pupil health, attitude and learning problems.
20. Performs professional responsibilities and duties as outlined in Board policy, such as regular attendance, punctuality, attending staff meetings, serving on committees, and accepts a share of responsibility for extra-curricular activities, professional development and professional growth.
21. Demonstrates effective collaboration skills among peers, subordinates, supervisors, students and parents.
22. Directs the work of instructional assistants.
23. Evaluates own overall performance and develops a yearly plan for professional growth and development in accordance with state regulations.
24. Aids in the administration of group standardized tests in accordance with the district or state regulations.
25. May be asked to perform health related services for students after receiving appropriate training.
26. Performs any other such duties as designated by the immediate supervisor/principal.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

Approved by: \_\_\_\_\_ DATE \_\_\_\_\_

Reviewed and Agreed by: \_\_\_\_\_ DATE \_\_\_\_\_