



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title:	<b>English Language Development (ELD) Consultant (TOSA)</b>	FLSA Status:	<b>Exempt</b>
Job Family:	<b>Licensed</b>	Pay Range:	<b>T Salary Schedule</b>
Prepared/Revised Date:	<b>March 1, 2024</b>	Job Code:	<b>21813</b>

**SUMMARY:** Responsible for collaborating with teachers, administrators, ELD staff members, and the families of multilingual learners (MLs) throughout the school district to provide linguistic and academic support to students who are developing English proficiency. Lead district strategy regarding ELD instruction and Professional Development. Develop and maintain strategies for continued legal compliance and collaboration with CDE and all departments.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>DESCRIPTION OF JOB TASKS</b>	
1.	Collaborate with administrators and ELD teachers to ensure that research-based Language Instructional Education Programs (LIEPs) and English language development is in place for all identified students acquiring English. Support principals with UIP (Unified Improvement Plan) plans and goals that address achievement and growth needs for MLs, in collaboration with Director. Serve as the main contact for all site programmatic questions regarding MLs.
2.	Provide professional development (PD) around researched based best instructional practice for Multilingual Learners. <ul style="list-style-type: none"> <li>a. Provide professional learning opportunities for ELD at a district level.</li> <li>b. Collaborate with curriculum facilitators to embed strategies for MLs in content areas.</li> <li>c. Collaborate/Consult with the ELD coach for additional site/teacher specific PD.</li> <li>d. Inform and consult with district leadership regarding ongoing PD strategy to promote success for MLs.</li> </ul>
3.	Coordinate the work of and train the LCE Logistics and Data Specialist to: <ul style="list-style-type: none"> <li>a. Build, audit, and maintain legal compliance within our PSD processes for MLs.</li> <li>b. Identify students for ELD/immigrant programming and adhere to the PSD ELD and immigrant identification processes.</li> <li>c. Maintain data systems and state reporting.</li> <li>d. Support sites in completing their identification process component.</li> </ul>
4.	Collaborate and consult with departments, schools, and/or ELD teachers regarding the district MTSS process to promote successful practices for MLs.
5.	Provide training on the administration and analysis of state-mandated and district language proficiency tests. Support logistical planning for site's successful administration of independent testing, in collaboration with the DAC (District Assessment Coordinator).
6.	Collaborate with: <ul style="list-style-type: none"> <li>a. Teachers, support personnel, administrators, and other providers to enhance instruction and improve student outcomes.</li> <li>b. Colleagues in team and building-based meetings and discussions.</li> </ul>
7.	Demonstrate a commitment to: <ul style="list-style-type: none"> <li>a. Promoting Diversity, Equity &amp; Inclusion.</li> <li>b. Include and engage families in the student's education.</li> <li>c. Support all Poudre School District policies, procedures, and expectations.</li> <li>d. Provide personal and professional excellence.</li> <li>e. Leadership on behalf of multilingual students.</li> </ul>



8. Lead and participate in: a. District level ELD leadership team meetings. b. Professional development courses required by the state, district, and/or LCE department and other growth opportunities.
9. Create cross departmental collaboration and clarity for the benefit of MLs.
10. Collaborate with ELD graduate advocates and others on the creation of action plans to address systemic barriers for MLs, including but not limited to addressing “graduate with options.”
11. Attend work and arrive in a timely manner.
12. Perform other duties as assigned.

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Master’s degree in CLDE or equivalent highly preferred.
- Minimum 3 years teaching experience working with Multilingual Learners.

**LICENSES, REGISTRATIONS, or CERTIFICATIONS:**

- Criminal background check required for hire.
- Valid Colorado teaching or special services license with appropriate endorsements required.
- Valid Colorado teaching license with endorsement in Culturally and Linguistically Diverse Education (CLDE) or equivalency required.

**TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:**

- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Math and accounting skills.
- Critical thinking and problem-solving skills.
- Bilingual oral and written communication skills preferred.
- Ability to work supportively with other teachers, staff, and administrators to provide an effective learning environment.
- Ability to communicate with students, parents/guardians, staff, and community members.
- Ability to be a part of and work with a team.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines, and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT-OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage, and/or other department software packages.
- Operating knowledge of and experience with standard educational/instructional technology equipment and programs.
- Operating knowledge of and experience with standard office equipment.



**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Reports to:</b>	Director of Language, Culture & Equity	
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	0

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle, or feel		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	