



## EL COMMITTEE RESPONSIBILITIES

- **ALL** EL Committee Members must complete all applicable online *WIDA* training modules and achieve a passing score of 80% **annually** at [wida.wisc.edu](http://wida.wisc.edu). Provide copies of certificates to the EL Specialist yearly by the start of school.

### EL Contact

- Meet the deadline to screen a student, develop the I-ELP and notify parents within the \*30 days of enrollment for students who enroll in the summer and \*10 days of enrollment for students who enroll after the first day of school.
- Screen all potential ELs with the *WIDA Online Screener* or *WIDA Kindergarten Screener*.
- Score the screener.
- Provide a copy of the screener results to the EL Specialist within 1-2 days of screening.
- Contact the interpreter for schedule availability.
- Send parents a “Notice of Proposed Meeting.”
- Have teachers complete a “[Newcomer Observation Form](#)” on new students.
- Have teachers complete the “[EL Testing and Classroom Accommodations](#)” checklist.
- Develop and conduct the I-ELP meeting.
- Test EL-1s and EL-2s during the testing window.
- Performs other duties as assigned by the ACBOE.

### EL Specialist

- Provide notarized documents for military families.
- Upload *ACCESS for ELLs* and *Alternate ACCESS for ELLs* scores into database.
- Oversee interpreters.
- Assist EL Contacts in screening new students.
- Update all ELs’ status in the district’s database.
- Provide EL data requests to other districts.
- Conducts workshops for parents and teachers.
- Performs classroom visitations and demonstrations.
- Recommends and assists in securing relevant materials for ELs.
- Works with students in small groups or individually to enhance English skills in listening, reading, speaking, and writing.
- Assist EL Contacts with standardized testing for ELLs.
- Participates in ongoing training to effectively help students and teachers.
- Conduct annual surveys to review the effectiveness of the ESL Program.
- Performs other duties as assigned by the ACBOE.

### ESL Teacher

- Determines individual and classroom needs.
- Works with students in small groups or individually to enhance English skills in listening, reading, speaking, and writing.
- Communicates effectively with administrators and teachers to achieve academic achievement and enhance language acquisition skills.
- Works with interpreters to share academic goals and information with parents.
- Develops teaching strategies to implement curricula for ELs.
- Develops lesson plans and shares them with the district’s EL Specialist.
- Collaborate and assists EL Contacts with testing students and developing I-ELPs.
- Maintains and secures students’ EL folders as needed.
- Performs other duties as assigned by the ACBOE. \*See “Classroom Teacher” performance responsibilities.