



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

Human Resources Department

Position Title:	ELL Interventionist	Location:	Student Achievement
Reports To:	Director of Student Achievement	Supervises:	None
Classification:	Certified	Status:	Full-time
FLSA Status:	Exempt	Benefit Eligible:	Yes
Work Year:	10 months	Salary:	see lhusd.org website

Qualifications

- Current Arizona Teacher's Certification
- ESL or BLE endorsement
- Experience with English Language Learners
- Knowledge of Arizona Academic and Arizona English Language Proficiency Standards
- Knowledge of various models for quality language acquisition
- Knowledge or various models of reading intervention
- Knowledge of DIBELS
- Knowledge of various models of writing intervention
- Knowledge of district approved supplements: Rosetta Stone, Intensive Phonics, Language for Learning, Thinking, Writing
- Knowledge of Read 180 and Systems 44
- Knowledge of SEAS and SpEd. student requirements
- Knowledge of state requirements for effective SEI implementation
- Knowledge and ability to use the SEI Language Star and the Discrete Skills Inventory
- Knowledge of compensatory education grant and requirements
- Completion of state approved Round II A/B/C training for classroom ELL teachers.
- Ability to communicate effectively orally and in writing.
- IVP fingerprint clearance card through AZ Department of Public Safety

Function

- Provide specialized instruction to ELL students.
- Assist teachers in scheduling students for intervention.
- Work with regular education teachers to ensure use of proven SEI instructional strategies for ELL students in the classroom.
- Assist in administering the state test for ELL students.
- Act as a liaison to ongoing compensatory education programs
- Monitor progress of ELL students
- Assist in the development and implementation of Individual Language Learner Plans
- Assist in the development of Written Individualized Compensatory Instruction Plans (WICIP)
- Assist paraprofessional in scheduling and student assignments.

Responsibilities and Requirements

CURRICULUM AND INSTRUCTION

- Provide English Acquisition Services to identified ELL students.
- Apply research on effective practices for second language acquisition.
- Administration and interpretation of AzELLA
- Establish and communicate objectives for each lesson.
- Team with classroom teachers to implement SEI strategies.



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STAFF PERSONNEL

- **MEETINGS:** attend staff meetings and district in-service programs
- **COMMITTEES:** serve on committees as requested
- **SCHOOL ACTIVITIES:** be responsible for discharging instructional and non-instructional school-related activities.
- **SUPERVISION & EVALUATION:** supervise, evaluate, and provide work assignments to assigned educational assistants and/or student teachers.
- **TEAM MEMBER:** be responsible for own involvement as contributing member involving group decision making and the development of a positive, cooperative building environment.

STUDENT PERSONNEL

- **EVALUATION:** evaluate and provide individual student progress on regular basis and keep requisite records; justify promotions, retentions, and special program recommendation
- **HEALTH & WELFARE:** identify and refer unusual student behavior to appropriate specialists; report to the nurse any injury or illness to a student or self.
- **DISCIPLINE:** be responsible for enforcing building approved discipline plan
- **SUPERVISION:** be responsible for the supervision of students at all times

OPERATION

- **POLICIES & REGULATIONS:** know and observe Board policies and regulations.
- **PUPIL ATTENDANCE & TARDINESS:** keep records of pupil attendance.
- **TEACHER ABSENCE:** advise administration in accordance with district policy.
- **BOOKS & SUPPLIES:** account for school and district property, as required.
- **PHYSICAL PLANT:** advise administration immediately of needed repairs, replacements and/or unsafe building conditions.
- **COMPLETION OF DAILY DUTIES:** remain in school after dismissal of students, as necessary to complete daily duties; attend meetings; hold parent conferences, etc.
- **EMERGENCY PROCEDURES:** follow school regulations regarding emergency procedures.
- **ATTENDANCE:** report to work daily at times assigned and remain on thru time prescribed in district policy

FINANCE/BUSINESS MANAGEMENT

- **RECOMMENDATIONS:** responsible for submitting and justifying recommendations to Building Principal or designee

SCHOOL/COMMUNITY RELATIONS

- **PARENT CONFERENCES:** meet with parents as required to advise them concerning student needs and progress.
- **INTERPRETATION:** interpret school policies and programs to students and parents

OTHER

- **HEALTH:** responsible for performing those duties which protect the health and safety of students and employees
- **OTHER DUTIES:** responsible for performing other job-related duties as assigned by the Building Principal

Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 25 pounds.

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.