

# Project Facilitator, English Language Learner (ELL) Division

## Position Details

Division: Human Resources

Classification: Certified

Terms of Employment: [This is a salaried position assigned to the Licensed Employee Salary Schedule, 9 Months](#). An additional 30 days, plus an additional 49 minutes per day, at contracted rate of pay may be available.

FLSA STATUS: EXEMPT

---

## Position Summary

The person selected for this licensed position, will provides enhanced professional learning for language development support. This position offers professional learning, guidance, and assistance, which entails working directly with the ELL advocates, school administration, staff, and parents/guardians of ELL students. Trainings will focus on educational equity and academic achievement for linguistically and culturally diverse students. The position will be expected to adhere to the District's *Professional Domains and Standards for Licensed Employees* and is directly responsible to the ELL Division administration, Academic Unit.

---

## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Work effectively with administrators, parents/guardians, and community support agencies to promote ELL success.
2. Provide mentoring services to ELL advocates and teachers by conducting demonstration lessons, observing students in educational settings, and conferencing with ELL advocates and teachers to implement strategies that address the needs of ELL students and curriculum goals.

3. Provide extensive ELL Division training to the ELL advocates, registrars, counselors, and other related school staff in registration, student placement, and monitoring/compliance responsibilities.
  4. Use technology to support ELL duties and responsibilities.
  5. Assist Clark County School District and site-based administrators with the implementation of federal, state, and local ELL policies and procedures.
  6. Serve as a resource to District and school personnel and parents/guardians.
  7. Provide information and recommend strategies for ELL students in need of additional academic assistance.
  8. Monitor implementation and analyze formatted data from World-Class Instructional Design and Assessment (WIDA).
  9. Perform other ELL-related duties, as assigned.
- 

## **Position Expectations**

1. A thorough working knowledge of best practices including but not limited to Quality Instruction for ELLs, Differentiated Instruction, Depth of Knowledge, and Common Core Standards.
  2. Demonstrated thorough working knowledge of federal, state, and local policies and procedures in the education of ELL students.
  3. Must be able to access and interpret information and data from CCSD Curriculum Engine and Infinite Campus.
  4. Knowledge of and competency with digital tools including but not limited to Imagine Learning and Achieve 3000.
  5. Demonstrated competency in the use of technology with documented artifacts.
  6. Strong presentation skills and demonstrated experience in conducting high-quality training activities.
  7. Demonstrated high-levels of self-confidence, initiative, and self-direction.
  8. Demonstrated high-levels of skill in planning, organizing, and coordinating activities of others in a professional, collaborative, effective, and efficient manner.
  9. Exhibit strong written and oral communication skills.
  10. A thorough working knowledge of English Language Development (ELD) standards.
  11. Knowledge of WIDA English language proficiency standards.
  12. A willingness to work alternative hours, when assigned.
-

# **Position Requirements**

## **Education and Training**

1. Bachelor's degree from an accredited college or university.
2. Three (3) years of successful teaching experience with ELL, of which two (2) years have been served in CCSD.

## **Licenses and Certifications**

1. Must possess or be able to acquire by time of appointment to the position, a valid teaching license issued by the Nevada Department of Education (NDE) and an English Language Acquisition and Development (ELAD formerly - Teaching English as a second or foreign language (TESL) endorsement) and/or bilingual endorsement or willing to acquire within two (2) years of hire into the position.
2. A valid driver's license or state-issued identification card.

## **Preferred Qualifications**

1. Master's degree from an accredited college or university.
2. Bi-lingual highly preferred.
3. Knowledge and successful experience working with ELLs and diverse student populations.
4. Holds additional endorsements in key areas.
5. Experience in mentoring/coaching teachers and providing professional learning.
6. Knowledge of alternative education services.
7. Knowledge of dual language research and application.
8. Proficient in utilizing technology in the classroom.

**When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative

solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

### **Job Revision Information**

- Revised: 03/15/23
- Created: 04/19/20