



Position: ELL Instructor (English Language Learner)
Hired by: Upper School Principal
Reports to: Upper School Principal
Evaluated: Annually

ELL Instructor

The ELL Instructor will provide support to international students attending WCS while coordinating with teachers and administration to implement effective strategies and practices for assimilating students into an English-primary school setting.

Professional Responsibilities:

- Meet with students to assist (tutor) them in areas where English language is most strenuous
- Act as a resource for colleagues by modeling instructional strategies, identifying and developing instructional resources, and providing professional development related to the needs of ELL students.
- Collaborate with and advise teachers on strategies and practices for educating English language learners
- Develop, implement, monitor, and evaluate instructional programming to meet the needs of ELL students.
- Collaborate with the administration on programming, data analysis, and instructional planning.
- Communicate effectively with students, administrators, parents, school staff, and members of the school community.
- Coordinate communication between American host families, WC teachers, students, and parents at home in other countries
- Plan, organize, and provide instruction in English that meet school standards
- Provide instruction that is consistent and coordinated with the school's instructional program to ensure that students meet and exceed learning targets
- Develop and deliver lesson plans that utilize a broad range of appropriate teaching techniques and strategies
- Address all aspects of communication through appropriate instruction that develops each student's ability to read, write, speak, and listen in the appropriate content area
- Administer academic and language assessments for the purpose of evaluating student progress for meeting academic learning targets and progress in language acquisition
- Maintain complete and accurate records of student progress and evidence of growth and progress
- Provide a nurturing and supportive learning environment that encourages student responsibility and incorporates challenging instructional strategies

- Adapt curriculum to provide individual, small group, and/or remedial instruction as to meet the needs of individual students and subgroups of students
- Establish and maintain standards of student behavior required to run an orderly and productive classroom environment
- Employ a variety of instructional techniques and strategies to meet different aptitudes and interests of students
- Manage allotted learning time to maximize student achievement
- Oversee assigned out-of-classroom activities during the school day, as needed
- Assist school with cultural assimilation of international students by advising administration and faculty of student needs and encouraging students to engage in school culture
- Provide admissions guidance as needed to the building principal as it relates to incoming students

Professional Requirements

- Undergraduate degree in education required
- Exceptional interpersonal skills required.
- Proficient Microsoft Office (specifically Word and Excel) skills required.
- Self-Starter: Ability to take initiative, work independently, and hold oneself accountable.
- Organized and Deadline-Oriented: Ability to manage multiple projects with converging deadlines while maintaining a positive, can-do attitude.
- Resourceful: Aptitude for finding creative and effective means for meeting goals.
- Problem-Solver: Capable of finding solutions to challenges and obstacles.
- Flexible: Willingness to adjust schedules and priorities as needed.
- Team Player: Ability to work effectively with others.
- Lifelong Learner: Initiative to learn new skills, techniques, and ways to accomplish projects and goals.
- Coachable: Willingness to take direction, receive suggestions, and to be challenged.
- Trustworthy: Commitment to abide by a strict code of confidentiality.
- Maintain valid credentials for the position

Physical Requirements

WORKING ENVIRONMENT	OCCASIONAL	FREQUENT	DAILY
Outdoor Duty			
Cold (50 deg. F or lower)	X		
Heat (90 deg. F or higher)	X		
Chemicals/Solvents	X		
Noise	X		
High stress	X		
Interruptions	X		
Overtime necessary			
Climbing stairs	X		
Standing/Sitting/Walking/Bending			X
Kneeling	X		

Reaching over shoulder		X	
Pushing/Pulling	X		
Lifting/Lowering/Carrying			
Up to 50 lbs.	X		
Telephone			X
Fax/Copier		X	
Computer/Printer			X
AV Equipment		X	
Summon emergency help	X		
Apply CPR/First aid	X		

WORKING ENVIRONMENT	OCCASIONAL	FREQUENT	DAILY
Communicate data			X
Prepare reports		X	
Driving	X		

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Print Name

Date

Signature