

NORTH EAST SCHOOL DIVISION # 200



JOB DESCRIPTION

POSITION TITLE: English as an Additional Language Consultant (EAL)

REPORTS TO: **Directly:** **Superintendent of Learning**
 Indirectly: **Coordinator of Learning**

Purpose:

As part of the NESD division consultant team, the English as an Additional Language Consultant (EAL) will ensure that programs and curricula are implemented to English Language Learners (ELLs) in order to maximize student learning experiences and increase the achievement of ELL students.

Required Education, Knowledge, Qualifications and Experience:

- Bachelor of Education Degree from an institution recognized by the Ministry of Education
- Saskatchewan Professional “A” Teaching Certificate
- Minimum of 5 years successful teaching experience
- Certification in teaching English as a Second Language (CERTESL) would be considered an asset
- Masters in Education from an institution recognized by the Ministry of Education is preferred
- Demonstrated knowledge of Sask. Core Curriculum and the Ministry of Education initiatives
- Knowledge of the role of other Human Service Agencies in the support of learning
- Knowledge of best practices in educational leadership
- Experience working in the learning sector within a collaborative-consultative model would be an asset
- Proficiency in the operation of computers, word processing applications and additional software comparable to those currently used in the school division.

Required Skills and Abilities:

- Ability to maintain strict confidentiality
- Ability to prioritize multiple demands and effectively manage time
- Ability to work as a team player
- Knowledge and competence in the area of language acquisition
- Ability to establish a strong rapport with students, families and school personnel
- Ability to manage high stress situations
- Effective communication and presentation skills
- Ability to write reports requiring meaningful interpretations of data, accuracy, readability and editorial correctness
- Excellent interpersonal skills
- A positive attitude and work ethic
- Effective organizational and record keeping skills

Supervision of Other Staff:

This position does not involve the direct supervision of staff.

Duties and Responsibilities:

Without restricting the generality of the purpose above, the EAL Consultant shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Participate as an active member of the Student Support Services team in carrying out the NESD vision and mission
- Respond to student needs as outlined in the NESD Response to Instruction (RtI) service delivery model
- Provide demonstration lessons for teachers
- Consult with regular classroom teachers concerning best practices to work with students in their classrooms who have limited English skills
- Support educational programs designed to assist students to become self-sufficient in English
- Assist and facilitate with EAL courses in high school settings
- Support the assessment and documentation of ELL students
- Keep EAL website resources current and based on best practices
- Understand the role of the EAL learner in an inclusive model
- Understand the EAL learner in relation to the Response to Instruction (RtI) service delivery model
- Understand current research in EAL area
- Collect data from schools regarding ELL students
- Attend and/or deliver appropriate professional development opportunities based on needs that exist throughout the school division
- Be knowledgeable and supportive of applicable Division Operational Policies & procedures
- Be willing to engage in life-long learning with respect to training and professional development
- Conduct oneself in a manner appropriate to a professional learning environment
- Deal tactfully with staff, students, parents and the public
- Performs additional duties as assigned by the Coordinator of Learning

Judgment, Independence and Client/Peer Contact:**Confidentiality**

At no time should an EAL Consultant discuss, in public, information pertaining to a student. An EAL Consultant is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Any breach of confidentiality in this regard is a serious violation of acceptable professional conduct.

Independence

The EAL Consultant is expected to work independently and as a team member of both the school-based and division staff.

Client/Peer Contact

This position involves working collegially with other support staff, teachers, parents and school-based administration on a daily basis in support of the goals of the school.

Responsibility for Quality of Assigned Work:

The employee is under direct supervision and is responsible to achieve the quality of work as assigned by the supervisor.

Salary Grid: EAL Consultant

The salary grid for the EAL Consultant is tied to the following grid:

The Provincial Collective Bargaining Agreements for teachers (including the consultant allowance provisions as defined in the Local Implementation and Negotiation Committee document)

Approved By:	Dean Biesenthal
Date Approved:	Dec 2014
Reviewed:	October 2015