

42849 ENGLISH LANGUAGE ACQUISITION (ELA) NEWCOMER SPECIALIST

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ENGLISH LANGUAGE ACQUISITION

Traditional 235 work days

FTE: 1.0

Salary Range: \$68,683 - \$83,116

Essential Functions and Objectives:

Administers and manages activities within a specific area of a responsibility. Serves as the subject matter expert and applies gained knowledge to execute, maintain and improve systems, programs, or processes.

Responsible for the development, management, and organization of a comprehensive program to support schools that serve students and families new to the United States and with below intermediate English proficiency levels through a newcomer center or a smaller scale support program. Under the supervision of the English Language Acquisition (ELA) Director, develops a system to identify and assess “newcomer” students enrolling in the District, including an interview protocol for families and students, transcript review, and language assessment(s). Collaborates with community agencies to provide a comprehensive support system for identified families and students.

- Provides various support and conducts activities related to logistics, reporting, training, communications, and processes. Participates in the planning and implementation of new initiative.
- Assesses and troubleshoots escalated problems and applies expert understanding to resolve complex challenges of stakeholders; focuses on root cause identification in order to achieve systemic and sustainable improvement. Approves and documents exceptions for compliance record keeping and reporting.
- Ensures appropriate key stakeholder involvement in planning, goal-setting, and implementation to achieve buy-in of work products. Ensures purposeful, positive and professional interactions and relationships with all stakeholders; enables consistent application of work products across the district.

- Identifies opportunities for improvement, prioritizes, and recommends solutions to management. Implements approved enhancements to ensure consistency across the district. Identifies opportunities to reduce costs; analyzes available data, trends, and feedback, and ensures compliance with expectations for optimal operation and goal achievement.
- Identifies/plans for professional development opportunities, including those led by experts in the community, and provides professional development focused on culturally relevant intake and assessment practices for school/District staff.
- Partners with the Planning and Choice department to proactively identify underserved regions in the District (for newcomers), anticipate arrival of new students, and plan support at schools that may receive them (particularly with refugees).
- Works with teachers to monitor new curriculum and changing student needs and to adapt new curriculum and materials, ensuring they are articulated within and across grade levels.
- Collaborates with District and school leadership and staff to develop knowledge about the impact of English Language Acquisition (ELA) learners on building programs, compliance, program implementation, and staffing and to review student programs related to intentional culture, alternatives to suspension, increasing student attendance, reducing student suspension/expulsion, and responding to students demonstrating significant attendance.
- Collaborates with the Colorado Department of Education, District departments and teams, and other community agencies and organizations that provide wraparound services to newcomer, refugee, and immigrant populations.
- In partnership with school and District staff, designs systems to assess risk and protective factors for the student and family.
- Develops District guidance using professional skills and knowledge of ELA issues and techniques developed through attending District meetings and conferences, researching best instructional practices and curriculum, networking, and reading professional publications.
- Collects, analyzes, and utilizes program data to provide data to all stakeholders and ensure fidelity and implementation of services to newcomers, refugees, and immigrants.
- Supports recruitment of new students and conducts informational sessions at the school and in the community for prospective families.
- Works with the parent/family liaison or Family and Community Engagement (FACE) where applicable to develop parental understanding of and support for program goals; organizes activities to bring families together to reinforce the cross-cultural goals of the program.

Knowledge, Experience & Other Qualifications:

- Minimum five (5) years of experience in teaching or supervising Leaders of English Learners (ELs).
- Experience in planning and providing professional development for adults based on principles of adult learning, including background in planning and providing professional development for teachers of students from diverse cultures and languages.
- Proficiency with Microsoft Office products, including Word, Excel, and Outlook.
- Excellent time management and organizational skills needed to manage learning events and achieve learning outcomes.
- Effective verbal and written communication skills and excellent facilitation skills.
- Strong attention to detail.
- Effectively handles multiple demands and competing deadlines.
- Self-directed with the ability to creatively solve problems.
- Works collaboratively with others on a team.
- Aptitude for variety and changing expectations in a fast-paced environment.
- Knowledge of best practices for standards-based instruction for English Language Learners as well as culturally responsive teaching.
- Demonstrated commitment to continuous professional learning and a willingness to learn new tools and systems to enhance the learning experience.
- Current knowledge of legislation that relates to ELA education on a local, state, and national level.
- Understanding of the District English Language Acquisition program.
- Understanding of Schoolnet, Moodle, and related databases.
- Bilingual desired.
- Colorado Professional Educator License or Principal license.
- Culturally and Linguistically Diverse Endorsement (CLD) State Endorsement.

Education Requirements:

- Master's Degree in a related field required.
- Master's Degree in Bilingual/ESL preferred.

About Denver Public Schools:

Denver Public Schools is committed to meeting the educational needs of every student with great schools in every neighborhood. Our goal is to provide every child in Denver with rigorous, enriching educational opportunities from preschool through high school graduation. DPS is comprised of nearly 200 schools including traditional, magnet,

charter and alternative pathways schools, with an enrollment of more than 90,000 students.

Under the leadership of Superintendent Susana Cordova and guided by the tenets of The Denver Plan, DPS has become the fastest-growing school district in the country in terms of enrollment and the fastest-growing large school district in the state in terms of student academic growth. Learn more at dpsk12.org.

Denver Public Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.