**Multilingual Learners Intervention Specialist**

**2022-2023**

***For review and sign off***

The Multilingual Learners Intervention Specialist leads in facilitating intervention support within all grades at Community School for Creative Education (CSCE), supporting English Language Development groups (especially for students who are new to the country), and facilitating all ELPAC (Initial and Summative) testing and data collection. The Multilingual Learners Intervention Specialist also supports with other localized and state testing as needed to ensure the best chance of success for all students. The Multilingual Learners Intervention Specialist reports directly to the school’s Executive Director (ED). The Multilingual Learners Intervention Specialist works directly with teachers, instructional aides, the Principal, Dean of School Culture, and the Dean of Instruction.

**Primary Responsibilities**

*Leadership and Strategy*

* Maintain data collection for NWEA MAP testing and F&P testing to ensure growth of students within the classroom and to be able to plan with teachers on how to best support their students.
* Assists with data organization and lead agencies from all assessments and diagnostic instruments when it has to do with multilingual learners; develops strategies for intervening with students who are experiencing difficulties
* Identify language learners within the school and do all initial and summative ELPAC testing and training for any other employees who may support the testing to ensure fidelity.
* Support multi language learners with student / teacher observations and the Student Success Team (SST) process to work towards growing intervention strategies at Tier 1 and 2 to try and support students before they may need Tier 3 support. The Multilingual Learnes Intervention Specialist is part of the Coordination of Services Team (COST) to support a team effort to support the whole child.
* After identifying multilanguage learners, supporting teachers with planning to ensure students have access to grade level standards and language growth.
* Creating and maintaining 504 plans with multilingual learners
* *In collaboration with teh Assistant Head of Schools, the Multilingual Learners Intervention Specialists supports Title 9 management as needed*
* *In collaboration with the Assistant Head of Schools, the Multilingual Learners Intervention Specialist craft and oversee the implementation of Master Schedules (Teacher schedule Bell schedules, Recess schedules, Specialty Teachers]*
* Supporting Instructional Assistants and ensuring they are prepared to support the multilingual learner students within their assigned classrooms or roles.
* *In collaboration with the Academic Intervention Coordinator, the Multilingual Learners Intervention Specialist engages staff in intensive data analysis of the multilingual learner data and results, and supports planning implementation and supports of the goals determined by the Improvement Plan serving Multilingual Learners to secure and be academically successful in Reclassification Status.*

*Reporting and Compliance*

* *Generate all local and state reports or testing within a timely manner.as needed*
* *Ensures all timesheets for hourly employees are correct and turned in within a timely manner as needed*

*General*

* Support students who qualify for multi language learner services.
* *Reporting SEIS to CALPADS transactions on a weekly basis.*
* Teacher support / coaching as needed
* *Supports receipt of and manage ment of observation and SST referrals*
* Social Media Management - posting at least 3x a week to promote our schools events, happenings, and communication with families (takes 1-2 hours depending on events)

**Working Conditions:**

* Subject to classroom/office environment and community settings, which may include inside and outside environment conditions
* Subject to travel between sites

**Physical Conditions:**

* + Visual capability to read handwritten or typed documents, and the display screen of various office equipment and machines
	+ Able to conduct a verbal conversation
	+ Able to hear normal range verbal conversation (approx. 60 decibels)
	+ Able to sit, stand, stoop, kneel, bend, and walk
	+ Able to sit for sustained periods of time
	+ Able to climb slopes, stairs, steps and ladders
	+ Able to lift up to 25 pounds

Able to carry up to 25 pounds