



REVISED: Submitted:
07/01/2025 03/18/2025

JOB TITLE:	SPECIALIST MULTILINGUAL LEARNERS (ML) INSTRUCTION
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4048
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Builds the capacity of ML instructional team, English Language Development (ELD) school-based teachers and mainstream/content teachers to accelerate the learning of Multilingual Learners (MLs) in K-12 schools across the District. Responsible for developing and delivering standards based professional development in support of ELD teachers and mainstream/content teachers to build content knowledge and pedagogical skills in ELD.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Works with department leadership to identify the professional development needs of staff by examining the education outcomes of the ML students as indicated by results on state assessments and district assessments, and results of ELD classroom walkthroughs

Coordinates and delivers high quality professional development designed to improve the instruction and assessment of MLs

Enhances the ability of teachers to understand the use of curricula, assessment measures, and instructional strategies for MLs that is based on scientifically-based research

Demonstrates strategies that focus on increasing the English language proficiency of MLs

Works to substantially increase the subject matter knowledge, teaching knowledge, and teaching skills of teachers of MLs

Focuses on building the capacity of ML school-based teachers and mainstream/content teachers to accelerate the learning of MLs in the schools

Collaborates and oversees the ML Instructional Team with instructional support and professional development

Works collaboratively with District leadership and school leadership teams to align school initiatives with District strategic plans and initiatives, including High Density ML and enhanced Support/Choice Zone Schools

Works with department leadership to evaluate the effectiveness of professional development through an analysis of ML student performance as measured by ACCESS for ELLs results that demonstrate progress and proficiency in learning English, as measured by EL progress and achievement results on state assessments, EL achievement gap data, and EL and former EL graduation rate

Evaluates staff as assigned

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

This work is conducted in an office and school setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek). The work requires activities involving driving automotive equipment and leading professional development.

MINIMUM QUALIFICATIONS
Bachelor's Degree in specific content area
Master's degree in Teaching
ESL Certificate
Five (5) years of teaching experience in area of assignment
Effective communication skills

DESIRABLE QUALIFICATIONS
Certificate in Administration and/or Supervision (Principal Certification)
Experience in a diverse workplace