TITLE: ACTV TLC ELL Team Lead (Stipend)  
POSITION INVENTORY: N/A

DEPARTMENT: Office of Academics  
FLSA STATUS: Exempt

REPORTS TO: Building Principal  
FT/PT: N/A

RECEIVES GUIDANCE FROM: ELL Director and ELL Network Support Partners

BASIC FUNCTION:
ELL Team Leads provide professional learning opportunities at the building, PLC, or individual teacher level around best practice in English Language Development. ELL Team Leads are 100% in the classroom with a salary supplement and additional contract days for training. This position requires continuous use of independent judgment. The essential functions as shown below represent only the key areas of responsibility; specific position requirements will vary depending on the needs of the school and the ELL program.

ESSENTIAL FUNCTIONS:
1. Provide professional learning around ELL best practice that connects to building focus.
2. Present content co-constructed with the district ELL Lead Team.
3. Foster collaboration and teacher leadership.
4. Collaborate with the district ELL Lead Team to set goals and identify action steps.
5. Maintain and submit required documentation.
6. Attend all District Professional Development meetings on a regular and consistent basis.
7. Attend required training associated with the position such as summer training and 4 ½ day sessions during the school year.
8. Coordinate or assist in coordinating administration of the ELPA21 at the school site.
9. Coordinate or assist in coordinating administration of the TELPA Language Screener at the school site.

ADDITIONAL ESSENTIAL FUNCTIONS (for every DMPS position):
1. Attend work on a prompt and regular basis.
3. Maintain satisfactory and harmonious working relationships with the public, students, and other employees.
4. Assist with other duties as may be assigned.
HIRING SPECIFICATIONS:

Required:
1. Valid Iowa teaching license.
2. At least three years of successful teaching experience with at least one year of teaching experience with the Des Moines Public Schools.
3. Demonstrated record of exceptional teaching skills as reflected in the learning levels of students.
5. Exceptional communication skills, including oral, written, and presentation skills.
6. Effective interpersonal and collaborative skills.
7. Competency working in a culturally diverse environment or the willingness to acquire these skills.

Desired:
1. Expertise in effective teaching or adult learning/facilitation.
2. Proven Leadership Skills.
3. Experience with adult learners.
4. PLC Facilitation experience.

<table>
<thead>
<tr>
<th>PHYSICAL DEMAND:</th>
<th>FREQUENCY:</th>
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<tbody>
<tr>
<td>1. Standing</td>
<td>Occasional 1% - 32%</td>
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<tr>
<td>2. Walking</td>
<td>Occasional 1% - 32%</td>
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<tr>
<td>3. Sitting</td>
<td>Occasional 1% - 32%</td>
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<tr>
<td>3. Bending/Stooping</td>
<td>Occasional 1% - 32%</td>
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<tr>
<td>4. Reaching/Pushing/Pulling</td>
<td>Occasional 1% - 32%</td>
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<tr>
<td>5. Climbing/Stairs</td>
<td>Occasional 1% - 32%</td>
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<tr>
<td>6. Driving</td>
<td>Occasional 1% - 32%</td>
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<td>7. Lifting 50 lbs</td>
<td>Occasional 1% - 32%</td>
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<tr>
<td>8. Carrying 10 feet</td>
<td>Occasional 1% - 32%</td>
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</tbody>
</table>

9. Manual Dexterity Tasks
   - Telephone Occasional 1% - 32%
   - Computer Frequent 33% - 66%
   - Other Never 0%

10. Working Conditions
    - Inside Frequent 33% - 66%
    - Outside Occasional 1% - 32%
    - Extremes of Temperature/Humidity Occasional 1% - 32%

All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

*Human Resources Generalist or Manager

Date: 03/21/2018

*This job description is not approved without the signature of a Human Resources Representative.