

#1038523

CCA

**ADMINISTRATIVE AND PROFESSIONAL SCHOOL
STAFF JOB DESCRIPTIONS****POSITION TITLE: ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)
SUPPORT TEACHER****REPORTS TO:** Administrator, Assessment and Evaluation & School
Community Support**JOB GOAL:** To assist teachers and administrators to meet the English
language learning needs of students in Grades K-12**QUALIFICATIONS:**

- Valid Manitoba Teaching Certificate
- Minimum Bachelor of Education degree

EXPERIENCE:

- Successful teaching experience with proven skills in working with students identified as English language learners.

DUTIES AND RESPONSIBILITIES:

1. To support teachers with the development and implementation of individualized programming for students identified as English language learners.
2. To assist with the development of in-service training programs for teachers to review the EAL curriculum, as well as methods and materials for implementation of the curriculum across content areas.
3. To support teachers and administrators in the implementation of the EAL Intake and Initial Assessment Protocol.
4. To assist teachers and administrators with accessing supports from agencies outside the school division.
5. To support teachers and administrators in connecting with and involving parents of students identified as English language learners.

ADOPTED	REVIEWED	REVISED	PAGE
25/Apr/17		28/May/19	1 of 2
Motion 07-06-17		Motion 09-04-19	

6. To connect with the community and provide support to other agencies in the St. James neighborhood.
7. To liaison with Manitoba Education and Training and Metro Winnipeg EAL consultants and leaders.
8. To support the integration of Manitoba Education and Training EAL/LAL curriculum framework into school programming.
9. To collect/develop resources and materials that enhance/support EAL learning.
10. To collect data in regards to staging, demographics, primary languages and academic achievement of EAL students.
11. To prepare grant applications and reports.
12. To prepare a yearly EAL report to the Board of Trustees highlighting successes and initiatives implemented throughout the school year.
13. To assume other responsibilities as may be required.

ADOPTED	REVIEWED	REVISED	PAGE
25/Apr/17		28/May/19	2 of 2
Motion 07-06-17		Motion 09-04-19	