

## Job Description

Job title/Position: Learner Support English Language Learner (ELL) Co-Teacher

Division: Learner Support

Direct Supervisor: Learner Support Director

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### Position Overview

The Learner Support English Language Learner (ELL) Co-Teacher participates in Hong Kong Academy's Learner Support Process, by providing direct instruction, evaluation, educational planning, English Language Learning Support, intervention and exit planning for students with ELL needs and alternative learning styles under the direction of the Learner Support Director. S/he adheres to the school's mission, policies, and beliefs; among those beliefs is foremost that all children enrolled in Hong Kong Academy are fully participating members of the HKA school community. The Learner Support Inclusion ELL Co-Teacher is both a child advocate and a parent liaison. The ELL Co-Teacher supports and contributes to the enrolment process where his/her specific expertise is needed. The ELL Co-Teacher works collaboratively with grade level team members: Co-Teachers, Teachers, Class and Single-subject teachers, Team Leaders and the Leadership Team.

### Qualifications and Experience

The ELL Co-Teacher should have 3-5 years experience in working with a variety of learning profiles, and support English Language Learner. A minimum of a B.S. degree and 2 years of overseas experience. Experience as a teacher leader in at least one area, for example: Lead teacher, teacher trainer, or some experience in presenting. Has experience working with English language learners and is a true generalist in a variety of curricular areas such as math, reading, writing, or subject area.

### Preferred Qualifications and Experience

The Learner Support English Language Learner (ELL) Co-Teacher: Degree and/or certification in English Language Acquisition. Years of experience in special education or related fields is preferred. Some work with curriculum committees and/or implementation of curriculum of English Language programs. Recent professional development in various areas of English Language support and/or special needs.

### General Responsibilities

The Learner Support English Language Learner (ELL) Co-Teacher:

- Manages the learner support process with specific student(s)
- Coordinates the Learner Support process under the direction of the HKA Learner Support Director
- Provides programming for student(s) with English Language Learning Needs
- Provides direct instruction for student(s) with English Language Learning Needs

- Works with classroom teachers through observations, strategy development, and the Child Study Team process to meet the needs of individual students
- Provides information and consults with staff and parents regarding various learning needs and topics related to learner support
- Provides support, where appropriate, to families and community members through: the sharing of information, communication regarding local organization talks and seminars, and periodic sponsorship of HKA presentations of special needs and related topics
- All aspects of Individualized Learning Plan (I.L.P.) Management: Facilitating I.L.P. meetings, contribute anecdotal data for I.E.P., and overseeing the implementation
- Provide support to Admissions through, application review, observations, and recommendations
- Regular reporting as specified by the program
- Responsible for engagement beyond the classroom that support the school
- Continue own professional development through conference attendance, seminars, network meetings, journals, etc.
- Other duties as assigned by Supervisor
- Attend and constructively contribute in staff and planning meetings.

### **School Hours**

7:30 a.m. to 3:30 p.m. Monday to Friday. Classes meet 8:00 a.m. to 3:00 p.m. With the exception of Wednesday with the early dismissal of all students to enable teachers to engage in professional and curriculum development from 1:30 p.m. - 4:45 p.m.

Contact: [recruitment@hkacademy.edu.hk](mailto:recruitment@hkacademy.edu.hk)

October 2017