

EL Facilitator Job Responsibilities

Examples and Non-Examples

ELF Responsibility 3.01: Meet on a regular basis with necessary building-level personnel for communication of necessary procedures.

Examples	Non-examples
<ul style="list-style-type: none"> Share monitoring processes Share new information (e.g. changes in State law) that impact staff and processes 	<ul style="list-style-type: none"> Meet with teachers to discuss classroom grading practices

ELF Responsibility 3.02: Assist with EL identification and placement process at site level.

Examples	Non-examples
<ul style="list-style-type: none"> Consult on EL program placement as needed Review all EL student schedules for ELD course placement (secondary level) 	<ul style="list-style-type: none"> Administering all ELPA21 screeners Solely responsible for all EL placement decisions (e.g. ELD and core courses)

ELF Responsibility 3.03: Serve as building ELPA data facilitator and site documentation of ELL program.

Examples	Non-examples
<ul style="list-style-type: none"> Demonstrate process for accessing EL On-Track to Proficiency reports Verification of EL program placement via Synergy (U-CTA-3024) 	<ul style="list-style-type: none"> Export EL On-Track reports for each teacher EL blue folder review for all EL students

ELF Responsibility 3.04: Identify students who require ELPA21 testing and coordinate testing process within state directed timeframes.

Examples	Non-examples
<ul style="list-style-type: none"> Support site-based testing coordinator with the scheduling of all EY and ED students Support site-based process to ensure EY and ED dual-identified students receive proper accommodations Dual-identified means a student is identified as both an English learner and a student with disabilities 	<ul style="list-style-type: none"> Administering all ELPA21 assessments Creating the assessment schedule for all EL students

ELF Responsibility 3.05: Support the monitoring process of ELL students’ academic progress for Transition students.

Examples	Non-examples
<ul style="list-style-type: none"> • Secondary Level: Review report of students who are T1 for Ds and Fs (GRD402 using conditional operators) • Reach out to respective teacher to determine if grade may be due to language • Completed each term • Elementary Level: Review Transition Monitoring forms for students after completion of grading period • Reach out to respective teacher when data indicates language may be impacting academic achievement 	<ul style="list-style-type: none"> • Secondary Level: Review Ds and Fs for all EY students • Elementary Level: Review Transition Monitoring Forms for all EY • Both Levels: Completing the forms for teachers

ELF Responsibility 3.06: Assist in monitoring compliance with federal, state, and district regulations.

Examples	Non-examples
<ul style="list-style-type: none"> • Upon request, support the K-12 ESOL office with blue folder maintenance 	<ul style="list-style-type: none"> • Annually, review every blue folder

ELF Responsibility 3.07: Attend school, district, or state meetings as requested to share or gain information about ELL programs.

Examples	Non-examples
<ul style="list-style-type: none"> • Attend regularly scheduled district ELF meetings • Upon request, attend district-supported national or state conferences 	<ul style="list-style-type: none"> • Voluntarily registering and attending state-level conferences • Meet with parents to discuss EL programs

ELF Responsibility 3.08: Follows specified standards, policies, and procedures of the building and district.

ELF Responsibility 3.09: Coordinates the Special Education pre-referral process for ELL students.

Examples	Non-examples
<ul style="list-style-type: none"> • As requested, attend meetings for students identified as EY to assist in ensuring that language is excluded as the primary reason for the academic struggle • Coordinate student observations • Coordinate parent interviews 	<ul style="list-style-type: none"> • Conduct student or teacher observations • Conduct parent interviews • Conduct cumulative file review