



CIRCLE CITY PREPARATORY SCHOOL
MANAGER OF MULTILINGUAL LEARNERS

Start Date: July 17, 2024
Status: Full-Time, Exempt
Job Category: Instructional

Salary: \$55,000-\$65,000
Benefits: 403b, Dental, Life, Medical, Vision

Overview:

Manager of Multilingual Learners (MML) serves as a specialist for students who are learning the English language. The MML works in a program designed to provide direct English Language Development instruction in the classroom, small groups, and/or individual student settings. In addition to this specific individualized instruction, the MML will assist general education classroom teachers with internalization of appropriate curricula and the development of appropriate strategies to meet the unique needs of our Multilingual Learners. The MML will follow the regulations associated with ELD standards and reporting requirements that pertain to Title III. The MML teacher works under the supervision of the Assistant School Leader of Academics.

Background on the Organization:

Circle City Prep is deeply committed to supporting *all* students to live up to their power and potential through a rigorous college prep education. Circle City Prep is an elementary school built on research and best practices of high performing charter schools nationwide and is uniquely focused on educating students on the Far Eastside of Indianapolis. We are heading into our 8th year as an organization, fully enrolled Kindergarten - 8th grade.

Job Responsibilities:

As the Manager of Multilingual Learners you will:

- Ensure that all students receive the educational services that they need to succeed.
- Coach and Manage MLL Associate Teachers and full-school team to ensure all staff are effective in delivering the intervention and support services needed to succeed.
- Develop Individual Learning Plans (ILPs) for all ML students.
- Monitor Fluent English Proficient students who have exited the ML services within the last two years.
- Maintain cumulative folders with required paperwork for Multilingual Learners.
- Coordinate administration of required language proficiency (W-APT/ACCESS) and academic achievement tests within the required time frame
- Provide language development support via push-in or pull-out model.
- Utilize WIDA framework and standards in the development of lesson plans.
- Prepare for and facilitate student support meetings with students on their caseload, including communicating with teachers and other staff members prior to and after the meeting.
- Support school-wide staff in strategies to best academically, culturally, and operationally serve the needs of ML students and families.
- Identify incoming students' ML needs, as indicated by the Home Language Survey responses.
- Be accountable for students' mastery of academic standards.

Additional duties:

- Lead a safe, joyful lunch/recess.
- Participate in regular practice-based professional development and real-time coaching.
- Participate in annual two-week Summer Experience (all staff) and three-days of New Hire Onboarding (new staff only).
- Attend and participate in events outside of normal school hours (ex. family nights, student performances, field trips, family conferences, Back-to-School Nights, etc.).

As an equal opportunity employer, Circle City Prep hires without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability, or any other category protected by applicable law.



- Provide appropriate supervision of students during class, breaks, meals, enrichment, arrival/dismissal, and transitions to maintain an optimal work environment and to ensure students' safety and well-being.
- Commit to teach an extended daily schedule: 7:10am – 4:15pm
- Other duties as assigned.

Requirements:

To be considered as the Manager of Multilingual Learners, you must:

- Have a track record of producing dramatic, demonstrable student achievement gains or comparable results in the current field.
- Bachelor's degree is required; Master's degree is preferred.
- Minimum two years teaching experience in an urban public district school or urban public charter school setting.
- Valid Indiana State certification or proof of reciprocal licensure in a different state is required. Applicants in Indiana Stated-approved alternative certification programs must provide proof of enrollment.
- Be a person who meets challenges with optimism and a solutions-oriented mindset.
- Pass criminal background check, as required by law

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