



Mancos School District
Staff Job Description

Title: K-12 English Language Learner Teacher, 6-12 Gifted & Talented Coordinator, District Assessment Coordinator	FLSA Status: non exempt
Reports To: Building Principals	Pay Range: refer to salary schedule
Prepared/Revised Date: June 7th, 2023	Work Year: 9 months

SUMMARY:

K-12 ELL **50%** - Provide a safe and inclusive environment for students and that they are exposed to the best education possible
 6-12 G/T **25%** - Provide a challenging environment to students to support their growth and potential
 DAC **25%** - Coordinate state assessments for the district

ESSENTIAL DUTIES AND RESPONSIBILITIES: Listed below are the essential tasks performed to achieve the purpose of this job. The frequency of each task is listed as follows: **(D)** daily, **(W)** weekly, **(M)** monthly, **(Q)** quarterly, or **(A)** annually. Also listed is the percentage of time each task requires on an annual basis. The total, including the percentage allocated to "other duties as assigned," equals 100%.

Job Tasks Descriptions	Frequency	% of time
1. ELL - Administering and analyzing identification screeners to identify English Learners (EL), as well as collecting routine data collection and monitoring on current EL students	D	30%
2. ELL - Meet district requirements for all currently identified ELL students with assessment and growth plans	D	5%
3. ELL - Meet district requirements for reporting on all facets of ELL students	D	5%
4. ELL - Ensure that the students are instructed in the state standards	D	5%
5. ELL- Make sure that all students will learn at their ability level	D	5%
6. G/T - Administering and analyzing identification screeners to identify gifted and talented students, as well as collecting routine data collection and monitoring on currently identified students, and provide advanced curriculum, unique experiences and opportunity for growth.	D	15%
8. G/T - Meet district requirements for all currently identified GT students with assessment and growth plans	D	5%
9. G/T - Meet all legal requirements including timelines for professional practices such as, but not limited to, Advanced Learning Plans	D	5%
10. DAC - manages and coordinates all aspects of the district's state and national tests	W	24%
13. Perform other duties as assigned.	D	1%
	TOTAL =	100%



Mancos School District
Staff Job Description

EDUCATION AND RELATED WORK EXPERIENCE:

- Valid Colorado Teaching Certificate or equivalent

TECHNICAL SKILLS, KNOWLEDGE, AND ABILITIES:

- Excellent oral and written communication skills
- Intermediate English language skills
- Excellent interpersonal relations skills
- Ability to manage multiple priorities
- Creativity, enthusiasm, and dedication
- Excellent time management skills
- Ability to be flexible with schedule changes
- Ability to interact and work effectively and cooperatively in a team environment
- Student focused
- Data driven
- Maintain confidentiality of student information and records in compliance with confidentiality laws including Family Educational Rights and Privacy Act (FERPA)

LICENSES, REGISTRATIONS, OR CERTIFICATIONS:

- Must have a valid driver's license
- Must pass various pre-employment background screenings; required at entry

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with typical office equipment
- Microsoft and or Google applications
- Student Information Systems

REPORTING RELATIONSHIP AND DIRECTION/GUIDANCE:

- Reports to: Building Principals
- Direct Reports: n/a

BUDGET AND/OR RESOURCE RESPONSIBILITY:

Budget Function	Responsibility			
	Sole	Participate	Recommend	Not Applicable
Develop a Budget				x
Administer a Budget				x
Monitor a Budget		x		
Coordinate a Budget				x
Initiate a Requisition		x		



Mancos School District
Staff Job Description

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

PHYSICAL ACTIVITIES	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	
Sit			x	
Use hands to finger, handle or feel		x		

PHYSICAL ACTIVITIES	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Reach with hands and arms		x		
Climb or balance		x		
Stoop, kneel, crouch, or crawl	x			
Talk				x
Hear				x
Taste		x		
Smell		x		

WEIGHT AND FORCE DEMANDS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			x	
Up to 25 pounds			x	
Up to 50 pounds		x		
Up to 100 pounds		x		
More than 100 pounds	x			

MENTAL FUNCTIONS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			x	
Analyze			x	



Mancos School District
Staff Job Description

Communicate				X
Copy			X	
Coordinate				X
Instruct				X
Compute			X	
Synthesize			X	
Evaluate				X
Use Interpersonal Skills				X
Compile				X
Negotiate			X	

WORK ENVIRONMENT	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS	REQUIRED TO PERFORM ESSENTIAL FUNCTIONS OF THE JOB
No special vision requirements	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	



Mancos School District
Staff Job Description

Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL	Level of noise typical in the work environment for this job
Very quiet	
Quiet	
Moderate	x
Loud	
Very loud	

OTHER INFORMATION:

- n/a

Mancos School District RE-6 does not discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability, or need for special education services in admission or access to, or treatment of employment in its educational programs or activities.

Mancos School District RE-6 is an equal opportunity and affirmative action employer and complies with Title IX and the Americans with Disabilities Act.