

REQUIREMENTS FOR PERSONNEL INVOLVED WITH THE INSTRUCTION OF ENGLISH LANGUAGE LEARNERS/LIMITED ENGLISH PROFICIENT STUDENTS IN NORTH DAKOTA

July 2005

Licensed Teacher Positions			
Position:	Responsibilities:	Licensure/Credential Requirements:	School District Requirement:
English as a Second Language (ESL)/ Limited English Proficient (LEP)/ English Language Learner (ELL) Teacher K - 12	This individual has the responsibility of assessing and developing instructional plans for children and youth who are limited in their English language proficiency because they come from a different language and cultural background. The plans involve instructional support, accommodations and other educational programming designed for the language needs of the student. The teacher, having knowledge of language acquisition theory and teaching methods, may provide direct instruction to students and/or serve as a resource to classroom teachers and teacher aides in an inclusion model. The caseload of the teacher and instructional methods depend on the program model the school has chosen.	North Dakota ESL or Bilingual Education Endorsement	In order to meet state school approval requirements, North Dakota schools must provide ESL or bilingual education endorsed teachers for students who have a primary language other than English and are determined to be limited English proficient. School districts have several options, including: <ul style="list-style-type: none"> ◆ Hire fulltime ESL or bilingual endorsed teachers. ◆ Coordinate with a local Educational Organization for services. • School districts may employ an individual who is under an approved plan to meet state endorsement requirements if that individual is supervised by a teacher meeting state licensure requirements.
Bilingual Education Teacher K - 12	This individual can provide instruction in languages other than English to children who come from a non-English language and cultural background, in addition to English language development support. The individual can also assess and develop instructional plans for students limited in English.	North Dakota Bilingual Education Endorsement	Schools providing content area instruction for LEP students in a language other than English in a bilingual education program must employ a teacher with a bilingual education endorsement.
American Indian Language Teacher (Eminence Credentialed Teacher) K - 12	This individual has the responsibility of teaching an American Indian language to children and youth who come from a background where the language is used. To function in a classroom alone, plan lessons, and evaluate students, the individual must be licensed in North Dakota to teach American Indian languages. Individuals who are only licensed to teach American Indian languages can not provide instruction in any other area.	North Dakota Teaching License with American Indian Language Teaching Qualification	Individuals responsible for the instruction of American Indian languages, involving curriculum development, student instruction, and evaluation must hold a valid North Dakota teaching license with qualifications for American Indian language Instruction.

Administrative/Coordinator Positions

Position:	Responsibilities:	Licensure/Credential Requirements:	School District Requirement:
ESL/ELL/LEP/Bilingual Education Program Director	This individual provides administrative oversight for the program. The duties involve the submission of state and federal program applications , reports and related documentation, budget development and oversight, supervision of program staff, coordination of program with other district programs, and other related activities.	North Dakota administrator's credential	School districts with LEP/ELL students must have a Program Director or work with a local Educational Organization who has a program director. This individual may be a district administrator who carries the ESL/bilingual education program portfolio, in addition to other administrative duties.
ESL/Bilingual Education Program Coordinator or Curriculum Manager	This individual would serve as a liaison between teachers and the Program Director, providing non-administrative duties, such as scheduling of staff, curriculum and materials development, new student enrollment, student advocacy, inter-agency coordination, etc.	Rules are being developed for the Program Coordinator Credential. Requirements will involve several options, including: Master's level coursework, meeting ESL or bilingual education endorsement standards, additional coursework in supervision and leadership, or major in ESL or bilingual education or portfolio approach. Current coordinators must submit program plans by 2004 and meet full requirements within two years of submitting plan for districts to be in compliance	The employment of ESL or Bilingual Education Program Coordinators or Curriculum Managers is a district or consortium decision. There is no requirement to hire a coordinator. Coordinators must meet one option for state coordinator's credential.

Support Staff Positions

Position	Responsibilities	Licensure/Credential Requirements	School District Requirement
ESL/Bilingual Education Paraprofessionals (includes teacher aides, teacher assistants, instructional aides, etc.)	Paraprofessionals provide instructional support for English language learners and bilingual students. They may work individually or with small groups of students, supplementing classroom and special instruction. They participate in instructional plans, team meetings, and other activities related to student services. They do not develop curriculum, initiate instruction, or evaluate.	Paraprofessionals are expected to have at least two years of college and sufficient skills in academic English to assist students. Bilingual paraprofessionals must be proficient in English and also another language.	The employment of ESL or bilingual education paraprofessionals is a district decision.
Translators/ Interpreters	Translators and interpreters provide support for parents and students who are not familiar with English. Duties may involve the translation of district informational documents, participation in parent/teacher meetings, assistance in the enrollment of new students, and any other activity where it is necessary to translate or interpret.	There are no North Dakota requirements or standards for translators or interpreters. Districts are encouraged to develop appropriate standards that relate to confidentiality, objectivity, and accuracy and hire qualified individuals.	School districts are required to provide information to parents in a language the parents know best. Translators and interpreters must be used when services are needed.
Home/School Liaison, Activities Coordinator	This individual serves as a liaison between the home and school, communicating with parents and/or coordinating school activities for students.	There are no North Dakota licensure requirements for Home/School Liaisons or Activity Coordinators. Personnel are expected to have qualifications appropriate to the position.	There are no general state requirements for these positions. They are usually dependent on specific federal grant requirements.
Program Secretary/ Administrative Assistant	This individual provides administrative support for program administrators and instructional personnel. Duties may include data entry, inventory of materials, assistance with student files, and other related clerical activities.	Qualifications are based on position and district expectations.	The employment of program administrative support is a district decision.