



**សាលាអន្តរជាតិ**  
**CIA FIRST**  
**INTERNATIONAL SCHOOL**

**ព្រះរាជាណាចក្រកម្ពុជា**  
KINGDOM OF CAMBODIA  
**ជាតិ សាសនា ព្រះមហាក្សត្រ**  
NATION RELIGION KING

## **Multilingual Learner Specialist**

### **Student Support Services**

#### **Prerequisites**

The Student Support Services (SSS) Multilingual Learner (MLL) Specialist ideally holds a Bachelor's or Master's Degree in Language/EAL or related field. Candidates with a Teaching Degree with certifications in Special Needs Education with English teaching experience are also eligible.

#### **Relationships**

The MLL Specialist is part of the SSS Team and reports to the SSS Coordinator and MLL Coordinator and collaborates closely with the Head of School level and the Academic Team. He/She also works closely with the SSS Team, all teachers and the Grade Level Leaders to develop effective student interventions or enrichments in supporting the executive skills and prerequisite skills required for successful student achievement in the classroom. He/She shares student cases and workload with the SSS Team, collaborates with teachers to develop Individualized Learning Plans (ILPs), run one-on-one individualised support sessions, targeted small groups and provide push-in support where necessary, based on needs.

#### **Purpose**

The post holder's principal accountability will be to:

- Support the provision of multilingual learner support program included in the Multi Tiered System of Support and the SSS Frameworks, ensuring the implementation of intentional practice through all aspects of the student experience from referral and entry, personal planning, to student transition or exit, in alignment with CIA FIRST International School framework, policies, procedures and systems.
- Take a strategic overview of all types of support offered and review effectiveness of interventions to ensure students with individual learning needs achieve success.



## Duties and Responsibilities

### Main Activities

- Addressing the referrals and supporting the admissions process to determine program placement.
- Ensure all student processes and achievement data are accurately documented in accordance with organisational standards.
- Working with the respective cohort of students assigned to the MLL Specialist, which consists of 15 students maximum in order to maximise intensity of support.
- Teaching individuals and small groups of students who require specific, targeted/intensive provision and ensuring they achieve success.
- Researching best practices and ensuring resource requests are aligned to learning outcomes.
- Creating a positive learning environment through cooperative learning opportunities.
- Engage in collaborative planning sessions, co-plan lessons overview in advance, and offer practical support to classroom teachers, enabling them to offer high quality provisions to students on Individualised Learning Plans (ILPs) or students with individual learning needs.
- Co-planning and co-coordinating the organization and re-evaluation of Individual Learning Plans (ILPs) and meeting with teachers and support staff to establish targets and review progress and effectiveness of interventions.
- Offering practical support, advice and reports on progress to the parents of students receiving support.
- Defining learning expectations and providing timely evaluative feedback on individual student performance via regular meetings, emails, online Google platforms and other digital platforms used by SSS, such as Learning A-Z. .
- Where appropriate and as needed, using special equipment and facilities, such as audiovisual materials and computers to stimulate interest in learning.
- Liaising with Homeroom Teachers, Subject Coordinators, MLL Coordinator and/or SSS Coordinator regarding scheduling, progress and goals.
- Encourage school wide learning outside the classroom in activities such as community visits, school-led initiatives, school outings or sporting events as appropriate.
- Administration, including updating and maintaining records of students' progress and organising Students Folders in Google Drive or student information systems on a regular basis.
- Attending School Level Meetings, Subject Meetings, Team Meetings and other appointed meetings as required and as directed by Principals and/or supervisors.
- Contributing to school wide initiatives to improve student achievement on identified areas of growth through SSS data collection as needed.
- Communicating student progress to families, using various school-approved platforms.
- Preparing scaffolded activities, showing evidence of creating resources by sharing them with their Subject Coordinator or Grade Level Leader and MLL Coordinator, and storing them in the LS curriculum folders on Google Drive.
- Provides support through differentiation and focused learning stations so the students are able to participate in learning and working towards reaching their academic goals.
- Conduct Performance Task Analysis to highlight academic challenges and to determine or re-evaluate the support strategies or resources.



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- Pre-teaches or reteaches academic content, in individual pull outs or small groups sessions; or push in intervention in the classroom.
- Collaborating with the homeroom teacher, Subject Coordinators or GLLs and MLL Coordinator to develop or scaffold modified summative assessments and rubrics.
- Effectively utilising assessments, technology and resources available, such as:
  - Using Raz Plus and administering Running Record Benchmark Assessments
  - Administering WIDA SCREENER tests to determine language proficiency entry data.
  - Administering the WIDA MODEL tests to determine language proficiency growth and exit data.
  - Liaise with other professionals, such as speech and language therapists, physiotherapists and educational psychologists, and referring families to third-party providers when necessary and as agreed upon with the SSS Coordinator, SSS Team, School Level Head and guardians.