

The following checklist is intended to assist SEAs and LEAs in ensuring that they provide the appropriate staffing for their EL programs. The checklist provides suggested questions only, and schools and LEAs should check with their SEA’s policies and federal guidance to ensure compliance.

APPROPRIATE STAFFING CHECKLIST

Qualified Teachers	Yes	No	Action Step
Do all EL program, core-content, and special education teachers who instruct ELs have the appropriate certification, licensure, or training to teach ELs? If not, are they working to obtain it within a reasonable period of time?			
Does the SEA provide guidance about and monitor whether LEAs have qualified teachers to deliver instruction to ELs?			
Do all teachers who instruct ELs demonstrate the skills necessary to effectively implement the LEA’s EL program?			
Does the LEA or SEA provide supplemental professional learning opportunities, when necessary, to ensure that the EL program is implemented effectively?			
Do all EL program, core-content, and special education teachers who deliver instruction to ELs with disabilities receive PD specifically related to teaching dually identified ELs?			
Adequate Number of Qualified EL Staff	Yes	No	Action Step
Are the LEA’s EL services adequately staffed with qualified ESL, bilingual, core-content, and special education teachers trained in EL strategies, in order to meet ELs’ language and content needs?			
Are principals or other administrative staff tasked with evaluating EL teachers certified and sufficiently trained in EL strategies in order to meaningfully evaluate teachers who deliver instruction to ELs?			
Are paraprofessionals adequately trained to support ELs, and are they working under the direct supervision of a qualified teacher?			
Adequate Resources for an EL Program	Yes	No	Action Step
Does the LEA provide sufficient and appropriate materials for EL students at all levels of English language proficiency, including all grade levels, and for each EL program?			
Do the resources provide challenging academic content aligned with grade-level state content standards?			