

District Position Description



Position Title:	ESOL Teacher
Department:	Instructional Services Division
Reports To:	School Principal
FLSA Status:	Exempt

SUMMARY:

Under general supervision assists students in learning subject matter and/or skills that will ensure effective literacy and culture instruction in ESOL classes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Cooperates in developing a program of continuous progress consistent with District goals and objectives to meet the needs, interests, and abilities of ESOL students.
- Keeps abreast of changes in District policies and students' needs and interests.
- Establishes clear and appropriate objectives for all classroom activities and communicates these objectives to students.
- Employs instructional methods and materials that are most appropriate for meeting stated objectives.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Analyzes the progress of individual students on a regular and seeks appropriate assistance as needed.
- Cooperates with other members of the staff in planning instructional goals, objectives, and methods.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of pupils.
- Plans and supervises purposeful assignments for teacher aide(s) and/or volunteers.
- Provides adequate plans for substitute teachers.
- Seeks the cooperation and assistance of parents through oral or written communication and/or home visits.
- Ensures that parents of ESOL students are provided with appropriate literacy resources.
- Makes provisions for being available to students and parents for education related purposes when required or requested to do so under reasonable terms.
- Maintains accurate, complete, and correct records as required by state or federal law, District policies, and administrative regulations.
- Takes all necessary and reasonable precautions to protect students and to properly care for all property, equipment, materials, and facilities.
- Assists in upholding and enforcing school rules, administrative regulations, and board policies.
- Meet organizational timelines and performs all assigned duties and activities in a timely manner.
- Assists the administration in implementing all policies and/or rules governing student life, conduct and behavior in a fair and just manner.
- Provides for his/her own professional growth through an on-going program of reading, workshops, seminars, conferences, and/or advanced course work at institutions of higher learning.
- Participates in school or District staff development programs as assigned by the Principal or Superintendent.
- Attends staff meetings, serves on staff committees as requested, and accepts a share of responsibility for co-curricular or other activities as assigned by the Principal or Superintendent.

- Administers state assessment to ESOL students to determine language proficiency as required by state and federal guidelines.
- Performs other duties as may be assigned.

JOB SPECIFICATIONS

EDUCATION and/or EXPERIENCE:

Bachelor's Degree.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid SC Teaching License in one of the following areas:

Early Childhood or Elementary Education

Reading

Language Arts

English

ESOL Endorsement desirable

SUPERVISORY RESPONSIBILITIES:

Oversees the work of assigned instructional aides and volunteers.

LANGUAGE SKILLS:

Ability to read, analyze and interpret professional journals, technical procedures and instructional manuals. Ability to design and write professional development plans, reports and data entry procedures. Ability to effectively present professional development and training and respond to questions from groups of educators, trainees, media, administrators and organization members.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in units of measurement, using whole numbers, common fractions, and decimals. Ability to work with mathematical concepts such as probability and statistical inference and in the display and interpretation of data. Ability to apply basic concepts of statistical analysis, fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to interpret and carry out instructions furnished in written, oral, diagram or schedule form. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to analyze information and use logic to address work related issues and problems.

Ability to quickly assess employee, departmental, and administrative needs and provide timely feedback. Ability to identify student adjustment and/or academic problems, provide counseling and/or recommend appropriate remedial action to parents. Ability to provide instruction to ESOL students through explanation, demonstration and/or supervised practice. Ability to supervise students and maintain order in various classroom and instructional activities and situations. Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures. Presents a positive image of the District at all times.

OTHER SKILLS and ABILITIES:

Ability to perform duties with awareness of all district requirements and Board of Education policies.

Ability to operate a personal computer and related software. Knowledge in the methods for developing lesson plans and materials, and classroom activities which stimulate learning. Knowledge of counseling methods necessary for handling student academic and adjustment problems. Knowledge of the materials and information which must be prepared for classroom instructional activities.

Ability to develop effective working relationships with students, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to develop effective working relationships with staff and district employees. Ability to implement a flexible work schedule to meet the reporting deadlines. Proficiency with Microsoft applications such as Excel, Word, and PowerPoint required. Ability to perform duties with a high level of detail and accuracy. Ability to self-monitor and manage multiple tasks while working individually and with members of a group.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will occasionally lift and/or move up to 25 pounds such as boxes of materials. The employee will sometimes push/pull items such as furniture or boxes of materials.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, listen and/or reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision. Some driving required. Duties of the job require frequent use of a computer monitor and related equipment.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment with limited exposure to environmental conditions. The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day. Frequent interruptions and immediate attention to unexpected situations are expected.

TERMS OF EMPLOYMENT:

190 Days

Teacher Pay Scale

The terms of employment detailed in this job description are based on full time employment during the school year. Conditions of employment adjusted for part time employees or individuals who are hired for less than an entire school year.

EVALUATION:

Performance of this job evaluated annually according to Board Policy.

DISCLAIMER STATEMENT:

The information contained in this job-description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.