

EL Teacher Job Description

- Teaches the English Language Proficiency Standard, instructs pupils in pull-out/push-in a classroom in accordance with approved methods of language instruction, utilizing the course of study adopted by the IDOE/district and other appropriate learning activities.
- Coordinates and administers WIDA-APT/ACCESS English Language tests.
- Develops lessons plans and instructional materials. Provides individualized and small group instruction in order to adapt the curriculum to the needs of each student.
- Collaborates with classroom teachers to scaffold and support students' access to grade level content.
- Translates lesson plans into learning experiences so as to best utilize the available time for instructional time.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
- Guides the learning process toward the achievement of curriculum goals. Establishes clear objectives for all lessons, units, and projects and communicates these objectives to the students.
- Evaluates student's academic and social growth, keeps appropriate records, and prepares progress reports.
- Communicates with parents through conferences and other means to discuss student's progress and interprets the school program. Makes provisions for being available to students and parents for education purposes outside the instructional day when required or requested to do so under reasonable terms.
- Provides staff development about Limited English Proficient needs at school level.
- Plans and supervises purposeful assignments for teacher assistants and volunteers and evaluates their job performance as requested.
- Identifies pupil needs and cooperates with other professional staff members in assessing and helping students solve those needs.