



Broken Arrow Public Schools

BROKEN ARROW, OKLAHOMA

JOB TITLE: EL Teacher
DEPARTMENT: Assigned Site
REPORTS TO: Principal
FLSA STATUS: Non-Exempt
EMPLOYMENT STATUS: 9-month contract
MINIMUM JOB REQUIREMENTS:

Education: Bachelor's degree and valid Oklahoma certification required in subject area taught; meets Oklahoma State Department of Education and Federal standards for a qualified teacher.

Experience: Successful internship or teaching experience in the area English Language Learners preferred.

Skills: Ability to read, analyze and interpret written information; skill in writing required reports/correspondence; ability to effectively present information orally and respond to questions from others, work with mathematical concepts and apply to practical situations; ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Qualification: EL Certification and/or Reading Specialist preferred but must have EL Certification by April 1 of the current school year.

SUMMARY:

ESSENTIAL JOB FUNCTIONS: *These statements are intended to describe the responsibilities assigned to the position and are not intended to represent an exhaustive list of all responsibilities, duties and skills required.*

1. Demonstrates knowledge of second language learning patterns and best practices in English language development.
2. Demonstrates an awareness and acceptance of cultural differences exhibited by the students and their families.
3. Serve as a resource to classroom teachers to help EL students achieve academically in the classroom.

4. Advocates for the needs of ELs.
5. At a global level, collaborates with the District EL Instructional Specialist to develop an instructional plan designed to provide different levels of service (push-in, pull-out, consult) based on student level of language proficiency.
6. Delivers EL services as described in the EL district plan utilizing the WIDA ELD standards, district approved interventions, and a variety of instructional techniques which embrace the goals of continuous school improvement and increasing student achievement.
7. Communicates with families of EL learners about test results, EL services, and academic progress; responds to parental requests for information in a timely manner.
8. Collaborates with the District EL Instructional Specialist to determine how the EL assistant(s) will provide services to students; provides coaching/guidance to EL assistant(s) in their duties.
9. Collaborates with classroom teachers and specialists to ensure achievement of ELs across content areas.
10. Actively participates in district approved professional development for teaching EL learners, as well as, any required district professional development.
11. Coordinates with the District EL Instructional Specialist, instructional coaches, and site administrators to provide professional development to teachers about best practice strategies for EL learners.
12. Attends monthly before or after-school EL staff meetings.
13. Conducts initial screening of potential EL students and annual progress testing (WIDA screener and ACCESS 2.0).
14. At an individual level, creates and maintains an annual English Language Academic Plan (ELAP) for each student receiving EL services, selecting from the tiered options in the overall instructional plan.
15. Documents services and interventions provided to EL learners and collects data to measure how services and interventions are impacting individual EL student progress; adjusts services and interventions as needed.
16. Maintains accurate, complete and correct records as required by state and federal law, district policy and administrative regulations.
17. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
18. Demonstrates professionalism in all interactions with district staff and the public.
19. Demonstrates adaptability and flexibility in regard to student scheduling and staffing needs and in the acceptance of extra assignments related to EL program needs.

20. Maintains confidentiality standards as set forth by Broken Arrow Public Schools.

ESSENTIAL BEHAVIOR:

Ability to use sound judgment in any situation. Ability to deal successfully and rapidly with changes in assignments and properly respond to applicable correspondence/communication received. Ability to project a professional company image through in-person, phone, and electronic interaction. Ability to build and foster harmonious rapport and work cooperatively with District staff and the public while achieving the objectives and goals of the position. Ability to handle problematic and/or difficult situations professionally by communicating with the appropriate person.

ATTENDANCE STATEMENT:

Able to be in attendance for assigned responsibilities with 95% attendance.

ENVIRONMENTAL CONDITIONS:

Inside working conditions with minimal exposure to extreme environmental conditions.

PHYSICAL STANDARDS:

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, and hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, and crouch. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to adjust focus, such as is required to work on computers. The ability to travel to other sites is required.