

BERKS COUNTY INTERMEDIATE UNIT

POSITION TITLE: English as a Second Language (ESL) Teacher

QUALIFICATIONS:

- A. Valid Pennsylvania Instructional Certification and English as a Second Language (ESL) Program Specialist, K-12 certification required.
- B. Master's Degree in related field preferred.
- C. Related teaching/program specialist experience preferred.
- D. Excellent oral and written communication skills with youth and adults.
- E. Ability to work with and maintain a collaborative and effective professional relationship with classroom teachers and specialists as a team member.
- F. Demonstrated ability to successfully work independently when appropriate.
- G. Demonstrated ability to use technology effectively in the classroom for instruction and management.
- H. The holder of this position could be required as part of his or her duties to engage in activities that can be charged to a Medical Assistance (MA) or other state or federal healthcare program. Clearance as a provider by both the Commonwealth of Pennsylvania and the federal government is therefore an essential qualification for this position.

REPORTS TO:

Program Administrator – ECSS

POSITION GOAL:

Provide assistance supporting the fundamental concepts and practices of English as a second language instruction to both children and adults.

PERFORMANCE RESPONSIBILITIES:

The essential functions of this position are comprised of a combination of the following fundamental duties (and may not include some of the duties explicitly listed below):

- A. Provide English as a second language services.
- B. Select and design teaching resources for English language learners.
- C. Provide instructional adaptations/modifications to assist English language learners.
- D. Provide assistance to academic content teachers as they instruct English language learners in the required content knowledge.
- E. Deliver instruction effectively and consistently at the levels of ability of adults within the program.
- F. Plan daily and weekly for instructional delivery and submit weekly lesson plans to the Program Administrator by the established due dates.
- G. Conduct effective assessments to identify levels of language proficiency, acquisition and content learning.
- H. Monitor English language learners' content learning.
- I. Evaluate and assess all students in a fair and impartial manner on a regular basis, provide progress reports and/or grade reports as required and communicate with families/guardians while also providing families/guardians with opportunities for socialization and acculturation.

- J. Participate in individualized education preparation for English language learners who are participating in special education assistance/services.
- K. Provide resources/professional activities to promote understanding and sensitivity toward all cultures.
- L. Establish and maintain a safe classroom to include the development of a code of conduct for the classroom which is consistent with established administrative policies.
- M. Effectively use electronic technology, print resources, independent study, individualized instruction, cooperative learning, team teaching, and other strategies as necessary to assist students and adults in achieving instructional goals.
- N. Conduct the activities of the program and classroom in a consistent and fair manner.
- O. Maintain accurate records and communication reports related to the students including grades, attendance and behavior.
- P. Enforce confidentiality of student records and student information.
- Q. Develop and maintain a bright, positive, organized, and functional classroom and learning environment.
- R. Develop and submit accurate budgetary requests.
- S. Implement the requirements of IDEA, Pennsylvania Special Education, regular education, and Alternative Education requirements and regulations if applicable.
- T. Submit all forms and reports required by the BCIU, the Pennsylvania Department of Education, and/or the federal government by stated due date.
- U. Attend, focus, and constructively participate in all staff meetings as called by the Program Administrator.
- V. Pursue professional growth and development.
- W. Maintain an up-to-date inventory of materials and equipment within the assigned BCIU instructional and related areas.
- X. Attend established program sponsored activities.
- Y. Respect all students, parents/guardians, colleagues and others with whom contact is made regardless of race, religion, gender, ethnic background and disability.
- Z. Enforce and comply with all policies and procedures of the Berks County Intermediate Unit, the programs to which assigned and the sites to which assigned.
- AA. Perform other job-related duties as required or assigned by the Program Administrator or designee within certification guidelines.

TERMS OF EMPLOYMENT:

Exempt, Full Time. As established as per BCIUEA Collective Bargaining Agreement.

EVALUATION:

Performance in this position will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel.

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the BCIU Director of Human Resources of any and all reasonable accommodations that will be required.

BCIU is an equal opportunity employment, educational, and service organization.

Print Name	
Employee Signature	Date:

Revised: January 29, 2018

CC: Employee File