

English as a Second Language (ESL) Teacher



Salary: North Carolina Teacher's Salary Schedule (www.ncpublicschools.org)

Reports to: Principal; Director of Federal Programs

Supervises: N/A

Job Summary: The ESL teacher provides specialized instruction for the purposes of developing English proficiency in listening, speaking, reading, and writing while utilizing appropriate differentiated techniques and strategies considering the English learners' current proficiency levels. The ESL teacher serves as a school resource by providing classroom teachers with support and information specific to ELLs.

QUALIFICATIONS:

1. A valid N.C. teaching certificate in ESL/ESOL/TESOL.
2. Bachelor's degree required; Master's Degree in English as a Second Language/ESOL/ TESOL, preferred.

PERFORMANCE RESPONSIBILITIES:

- Teaches assigned subject area using the course of study adopted by the Board of
- Creates a classroom environment that is conducive to effective learning and appropriate to the maturity and interest of the students.
- Employs a variety of instructional techniques and instructional media consistent with the needs and capabilities of the individuals or student groups involved.
- Implements the philosophy of the school through instruction and action.
- Evaluates student academic and behavioral progress, keeps appropriate records and prepares progress reports.
- Diagnoses students' needs on a regular basis and cooperates with the other professional staff members at the school and county level in helping students solve health, attitude, and learning problems.
- Communicates with parents through conferences and other means to discuss the student's academic and behavioral progress and explains the school programs.
- Develops lesson plans and instructional materials and provides individualized small group instruction.
- Transforms lesson plan into learning experiences to best utilize the available time for instruction.
- Assists the administration in implementing all policies and/or rules governing student life and conduct. For the classroom, develops reasonable rules of classroom behavior and procedure and maintains order in the classroom in a fair and just manner.
- Makes detailed lesson plans for the substitute teacher to follow whenever it is known that sick or personal leave must be taken.
- Makes provision for being available to students and parents for education related purposes outside the instructional day when required or requested to do so under reasonable terms.

PERFORMANCE RESPONSIBILITIES (continued)

- Assists in the selection of books, equipment, and other instructional materials.
- Maintains accurate, up-to-date attendance records for all students.
- Supervises pupils in out-of-classroom activities during the assigned workday.
- Administers group standardized tests in accordance with the required testing program.
- Cooperates with other members of the staff in planning instructional goals and methods.
- Attends and participates in faculty meetings.
- Participates in faculty committees and the sponsorship for pupil activities.
- Provides for own professional growth through an ongoing program of reading, attending county and state sponsored workshops, seminars, conferences, and/or advanced course work at institutions of higher learning.
- Maintains accurate and complete records as required by Title III.
- Attends district meetings and serves on committees as required by the ESL Program.

KNOWLEDGE AND SKILLS:

- Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics of data, people or things.
- Requires the ability to speak and/or signal people to convey or exchange information.
- Includes receiving instructions, assignments and/or directions from superiors.
- Requires the ability to read a variety of correspondence, reports, handbooks, forms, lists, etc.
- Requires the ability to prepare correspondence, simple reports, forms, instructional materials, etc. using prescribed format.
- Ability to meet the needs of all learners.
- Ability to manage instructional time.
- Ability to manage student behavior.
- Ability to consult with parents, teachers and the community to enhance the learning of
- Ability to monitor student performance.
- Understands the growth and development of assigned students.
- Understanding of second language acquisition.
- Ability to interact within the educational environment.
- Ability to perform non-instructional duties as assigned.
- Experience with Professional Learning Communities (PLCs).
- Understands and implements content-based instruction.
- Experience with WIDA and SIOP preferred.
- Must be able to use a variety of equipment and classroom tools.

TERM OF EMPLOYMENT: 10 Months (Grant Funded through September 2024)

EVALUATION: Performance will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

INSTRUCTIONS TO APPLICANTS: Follow the Hiring Process instructions on the Buncombe County Schools' website: www.buncombeschools.org/hiringprocess

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