



# Teacher Job Description

**ESL**

## Descriptors

**Position Title:** ESL Teacher

**Department:** Instruction

**Exempt Status:** Exempt

**Reports To:** Assistant Superintendent, Instruction

**Supervisory:** No

**Revision Date:** July 2019

**Approval:** \_\_\_\_\_  
(Executive Director of Human Resources)

**Approval:** \_\_\_\_\_  
(Superintendent)

## Job Summary

Teaches English as a Second Language to students in elementary, junior and senior high school by performing the duties listed below.

## Essential Duties and Responsibilities

- Instructs students by lecturing, demonstrating and using audiovisual aids and other materials to supplement presentations.
- Provides instruction in listening, speaking, writing, and reading English.
- Prepares course objectives, curriculum, resources, and outline for course of study following curriculum guidelines or requirements of state and school.
- Assigns lessons and corrects homework.
- Administers tests to evaluate pupil progress, record results, and issues grades and/or reports to inform students and parents of progress.
- Keeps attendance records.
- Maintains discipline in classroom.
- Meets with parents to discuss student progress and problems.
- Participates in faculty and professional meetings, educational conferences, and teacher training workshops.
- Performs related duties such as sponsoring one or more activities or student organizations, assisting pupils in selecting course of study, and counseling student in adjustment and academic opportunities.

**Perform other duties as assigned or requested.**

## Work Requirements and Characteristics

### Experience and Education/Certification Requirement:

- Valid and current Minnesota state teacher's license.
- ESL certification.
- Bachelor's degree from four-year college or university.
- Required course work in education.

### Essential skills required to perform the work:

#### Language skills:

- Ability to read, analyze and interpret common scientific and technical journals.
- Ability to respond to common inquiries or complaints from parents and/or students, regulatory agencies, or members of the school community.

- Ability to write speeches and articles for publication that conforms to the prescribed style and format.
- Ability to effectively present information to top management, public groups and/or School Board.

**Mathematical Skills:**

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Other Skills and Abilities:**

- Interpersonal skills, including ability to work well with others, be polite, helpful, courteous and compassionate.
- Ability to maintain regular attendance.
- Ability and willingness to follow school rules, policies and directives from supervisors.
- Ability to work with students at all levels of comprehension and ability and to make adjustments in teaching techniques to fit individual needs.
- Conflict resolution, classroom management and discipline skills.
- Organizational skills.

**Machines, Tools, Equipment, Electronic Devices, and Software Required:**

- Computer skills in word processing and data processing.

**Physical and Mental Requirements**

**Physical Job Requirements:**

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.

- Regularly required to stand, walk, sit, use hands and talk or hear.
- Occasionally required to reach, stoop, kneel or crouch.
- Occasionally lift or move up to 25 pounds.

**Mental Job Requirements:**

- Position requires handling multiple tasks at once while dealing with constant interruptions
- Position requires exercising confidentiality in handling School District information.
- Position requires flexibility and a willingness to undertake a variety of tasks, sometimes at the direction of more than one person.
- Position requires meeting deadlines
- Position requires a high attention to detail

**Hazardous Working Conditions:**

- The majority of work is performed in normal office conditions
- Position may travel between buildings as needed
- Position may require flexible hours and attendance at events outside of the normal work day

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

