

CAROLINE COUNTY PUBLIC SCHOOLS
POSITION DESCRIPTION
Job Description: Teacher for English Language Learners

JOB TITLE: Teacher for English Language Learners	LOCATION: As set by the Superintendent
IMMEDIATE SUPERVISOR: Principal SUPERVISES: Teacher aides, clerks, volunteers or other personnel, if assigned	WORK SCHEDULE: 10-M - 200 Days - 7.5 Hrs. PAY GRADE: Teacher Scale
SPECIAL REQUIREMENTS: Bilingual or Multilingual—strongly preferred	FLSA STATUS: Exempt
EDUCATION/EXPERIENCE: <ul style="list-style-type: none">• Must hold a Bachelor's degree or higher from an accredited college or university.• Valid Virginia Department of Education license with an endorsement in ELL/ESL, or eligibility to obtain one.• <i>A provisional endorsement and license can be issued if a selected candidate holds a bachelor's degree and has successfully passed the Praxis 2 English to Speakers of Languages assessment.</i>• Bilingual (Spanish) preferred.• Experience with accurately assessing language skill acquisition and growth levels.• Experience in computer technology or willing to pursue appropriate technology training as required by position.• Must demonstrate effective knowledge of and be sensitive to the needs of a diverse student population.	

JOB GOAL:

To support student language acquisition and development so that students can effectively engage and perform in courses of study in the English language.

PERFORMANCE RESPONSIBILITIES:

1. Develops lesson plans and supplementary materials compatible with the division's basic instructional philosophy and congruent with course standards; provide individualized and small group instruction to adapt the curriculum to the needs of each student.
2. Implements an instructional program, which may include providing a list of accommodations for students to their teachers, and differentiating instruction.
3. Documents student progress, evaluates student level of English fluency and provides feedback to students, parents, teachers and administration regarding progress, goals, and expectations.
4. Familiarizes oneself with and abides by school district policies; Stays current in changes in such policies through procedures described by the Board.
5. Establishes and fosters a cooperative working relationship with the staff of the building to which the teacher is assigned, as well as with other District personnel.

6. Exercises mature and professional judgment in teaching and in associations with staff and students.
7. Participates in professional activities as part of the teaching assignment.
8. Demonstrates high standards of professionalism and ethical conduct.
9. Maintains confidentiality of information regarding colleagues, students, and parents.
10. Maintains current certification in appropriate teaching area(s).
11. Maintains adequate and current knowledge of developments within the respective teaching areas and within the areas of instruction and learning.
12. Teaches the District standards in the assigned area; utilizes effective planning for each day's teaching learning activities; clarifies goal and objectives of lessons and assignments; diagnoses and prescribes for student academic and effective strengths and weaknesses, evaluates student progress and achievement, and continually seeks to motivate students for the learning tasks at hand.
13. Provides for reasonable care and safety of students who are assigned to them at all times. Is responsible for the daily safekeeping of students in their charge; must have ability to safely escort assigned students off school premises or otherwise manage students while in emergency situations. This includes following all appropriate crisis management protocols used by the District.
14. Provides proper care and reasonable security for all District property in their custody.
15. Seeks to establish a school climate, which will promote appropriate student discipline. Consistently supports and assists the building staff in maintaining order and discipline among students.
16. Actively participates in Professional Learning Community (PLC) discussions at grade and subject levels.
17. Makes use of technology for instructional purposes, as well as for record keeping, administrative and other non-instructional uses as may be required.
18. Performs such other tasks and duties as assigned by the supervisor.

PHYSICAL DEMANDS: 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.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. The employee must occasionally push items of 50 lbs. such as pushing children on equipment or moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and depth perception. Hearing ability to monitor activity and presence of students and respond to communication with students and adults is required. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on the Teacher Evaluation.