



# CHISAGO LAKES

SCHOOL DISTRICT

*Engage. Educate. Empower.*

**TITLE:** English Language Learner Teacher

**REPORTS TO:** Principal

## **OVERVIEW OF RESPONSIBILITIES**

The English Language Learner (ELL) Teacher is responsible for supporting students with dedication, enthusiasm, adaptability, kindness, passion, and energy. Much of the work of the ELL Teacher consists of preparing and providing lessons, and providing developmentally appropriate instruction in a variety of subjects. The ELL Teacher should also be able to supervise lessons to ensure that learners interact in a supportive and respectful manner.

## **AREAS OF RESPONSIBILITY**

- Provide instruction of core curriculum with appropriate use of instructional resources for students whose English language skills range from beginner to advanced, with appropriate use of instructional resources to students whose primary language is other than English, in order to meet Minnesota English Language Proficiency Standards
- Plan curriculum in collaboration with general education teachers to appropriately enhance and support content learning
- Complete required reports for parents and/or administration
- Perform classroom management duties including enforcing student conduct rules and providing appropriate disciplinary action, as needed
- Collaborate with staff, administration, and service providers for the successful creation and implementation of behavioral and/or learning plans
- Conduct ongoing, formal, and informal assessment of students ELL proficiency levels
- Managing incoming and exiting ELL program students
- Collaborate with staff and school leadership with regard to the continued development, implementation, and evaluation of best practices and instructional strategies for ELL students to attain high academic achievement in accordance with district and state standards
- Supervise student contact in one-on-one, small group, and classroom settings
- Attend grade level, faculty, staff and other meetings and/or training, as required
  - Communicate with students and parents/guardians regarding student progress
  - Assist students and parents/guardians with understanding school programs and procedures
- Other duties as assigned

## **REQUIRED QUALIFICATIONS AND SKILLS**

- Bachelor's or advanced degree in English as a Second Language
- Valid Minnesota teaching license in K-12 EL/ELL/ESL, or ability to obtain
- Student-focused and education oriented
- Strong written and verbal communication skills
- Ability to maintain confidentiality with regard to student and other information
- Demonstrated professional and technical knowledge in English Language Learner education
- Aptitude for work with students at various grade and development levels
- Committed to professional and technical development through attendance at development activities, scheduled meetings, and relevant and/or required training

## **DESIRABLE QUALIFICATIONS AND SKILLS**

- Current or previous experience working in a classical education environment
- Experience as a Teacher, Educational Assistant, Paraprofessional, or Para Educator



- Current or previous experience working in education

**PHYSICAL DEMANDS**

- Duties are generally performed in a classroom and/or resource room setting, where some environmental hazards and/or risks may be present
- Must be able to remain in a stationary position and/or walk for periods of one hour or more
- Exerting up to 50 pounds of force occasionally and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job
- Must be able to exchange accurate information with students, teachers, parents, and staff
- Regular operation of computer or other office machines
- Regular stooping, squatting, kneeling, reaching, bending, walking, or a combination of these
- Occasional or frequent standing for periods of four (4) hours or more
- Seasonal work outdoors in all weather conditions