

CLAY COMMUNITY SCHOOLS

JOB DESCRIPTION

JOB TITLE:	ELL TEACHER
CLASSIFICATION:	Certified
CERTIFICATION:	Valid Indiana Teacher's License & ELL Certification
REPORTS TO:	Principal/Director of ELL
TERM OF EMPLOYMENT:	One Year Contract
LENGTH OF TERM:	185 Days

SUMMARY: Teacher will provide English Language Development services to English Language Learner (ELL) students through push-in and pull-out support. Utilize approved assessments to identify student needs. Develop Individual Learning Plans (ILPs) with specific goals to support growth in language development. Ongoing progress monitoring to ensure all ELL students have continued success. Collaborate with classroom teachers by providing resources and support to enhance academic achievement for ELL students.

ESSENTIAL FUNCTIONS: (Other duties may be assigned)

Adheres to all policies approved by the Board of School Trustees, guidelines and procedures set by the administration and appropriate state and federal rules and statutes;

Using the school's criteria for ELL placement, identify students who qualify for English Language supplemental services and determine the level and nature of services for each student;

Design and implement engaging instruction either in the general education classroom or in pull-out sessions that leads to English language fluency in both conversational and academic situations;

Administer annual English language assessments to students who are part of the ELL program;

Collaborate with general education teachers to ensure that general education classroom environments and learning experiences support English Language Learners;

Serve as a resource to families in understanding the ELL program and their individual student's learning progress and needs;

Work with the ELL team and the Principal to identify staff development needs in best practices in English language acquisition and plan workshops to meet those needs;

As needed, participate in multi-disciplinary team meetings, IEP meetings, weekly Academic and Social Student Support meetings, and other student-centered meetings;

Maintain files for English Language Learning students that include assessment data, evidence of service provision, student work samples, and parent contact logs;

Remain up-to-date in English Language Learning/Bilingual Education law, regulations, research, and best practices;

Participates in faculty and professional meetings, educational conferences, and teacher training workshops;

Performs related duties, such as sponsoring special activities or student organizations, assisting pupils in selecting course of study, and counseling them regarding academic problems and adjustment;

Maintains confidentiality;

Maintains a regular and reliable level of attendance in order to perform and complete duties as outlined above.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION:

Appropriate Valid Indiana teacher's license

Bachelor's Degree in Education, ELL, Literacy or equivalent

Must be ELL Certified / Program Specialist: ELL Certificate

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, technical journals, and procedure manuals; ability to utilize effective communication skills and proper grammar in routine reports and correspondence; ability to present information and/or speak effectively with students, parents, employees, the Board of School Trustees, the Superintendent, and the general public.

MATHEMATICAL SKILLS:

Ability to work with and apply mathematical concepts, such as problem solving, reasoning, connections, whole number sense, place value, fraction and decimal sense, whole number computation and estimation, measurement, probability, statistics, ratios, proportions, percentages and technology.

REASONING ABILITIES:

Ability to solve practical problems and deal with a variety of concrete variables; ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS AND ABILITIES:

The employee shall be able to use the machines, tools, equipment, and work aids which are representative of those commonly associated with this type of work.

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 talk, see, and hear. The employee frequently is required to: stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and, taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.