



**TITLE:** TCHR K-12 ELL Teacher

**POSITION INVENTORY:** C 52

**DEPARTMENT:** Teaching and Learning/ ELL Program

**FLSA STATUS:** Exempt

**REPORTS TO:** Building Administrator; ELL Program Director

**FT/PT:** Full Time  
195 days

**RECEIVES GUIDANCE FROM:** ELL Program Director

**BASIC FUNCTION:**

Responsible for planning and delivering a high-quality educational program to meet children's academic and social-emotional needs.

**ESSENTIAL FUNCTIONS:**

1. Deliver daily lessons, aligned to state and district standards, that meet students' individual needs and ensure growth in the areas of speaking, listening, reading and writing English and study skills.
2. Establish and maintain standards of student behavior needed to achieve learning.
3. Participate in building and district professional learning communities to plan for instruction, analyze data, and create assessments.
4. Assist in placement of ELL students in appropriate level classes.
5. Monitor student learning on a daily basis. Use multiple data points to guide and individualize instruction. Maintain and monitor individual ELL portfolios.
6. Collaborate with ELL staff to implement testing procedures and report results to district ELL staff.
7. Coordinate instruction and student needs with content area teachers.
8. Collaborate with building administrator to provide effective scheduling for ELL students.
9. Work with curriculum department to select appropriate instructional materials
10. Communicate with families on a regular basis.
11. Participate in professional development.
12. Demonstrate consistent progress on meeting the eight Iowa Teaching Standards

**ADDITIONAL ESSENTIAL FUNCTIONS (for every DMPS position):**

1. Attend work on a prompt and regular basis.
2. Maintain confidentiality.
3. Maintain satisfactory and harmonious working relationships with the public, students, and other employees.
4. Assist with other duties as may be assigned.

## HIRING SPECIFICATIONS:

Required:

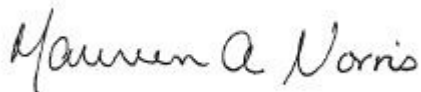
1. Valid Iowa teaching license with ELL endorsement
2. Knowledge of subject, curriculum, effective teaching methods
3. Demonstrated effectiveness in oral and written communications.
4. Competency working in a culturally diverse environment or the willingness to acquire these skills.

Desired:

1. Ability to speak a second language other than English, preferably a high needs language of DMPS students.

PHYSICAL DEMAND:		FREQUENCY:
1. Standing		Frequent 33% - 66%
2. Walking		Frequent 33% - 66%
3. Sitting		Occasional 1% - 32%
3. Bending/Stooping		Occasional 1% - 32%
4. Reaching/Pushing/Pulling		Occasional 1% - 32%
5. Climbing/Stairs		Occasional 1% - 32%
6. Driving		Never 0%
7. Lifting	25 lbs	Occasional 1% - 32%
8. Carrying	25 feet	Occasional 1% - 32%
9. Manual Dexterity Tasks		
a. Telephone		Occasional 1% - 32%
b. Computer		Frequent 33% - 66%
c. Other		Never 0%
10. Working Conditions		
a. Inside		Constant 67%+
b. Outside		Occasional 1% - 32%
c. Extremes of Temperature/Humidity		Occasional 1% - 32%

All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.



Date: 10/24/2018

\*Human Resources Generalist or Manager

\*This job description is not approved without the signature of a Human Resources Representative.