

MANCHESTER PUBLIC SCHOOLS
Job Description

TITLE: Teaching English to Speakers of Other Languages (TESOL) PK-12

CERTIFICATION: 111-Teaching English to Speakers of Other Languages (TESOL), PK–12

REPORTS TO: Building Principal and Coordinator of English Language Learners

Position Requirements:

1. Experience working with English Learner (EL) students
2. Demonstrated excellence in teaching
3. Stellar organizational skills
4. Demonstrated ability to work effectively with administrators, teachers, parents and students
5. Superior communication skills (oral and written)
6. Fluency in a language other than English preferred

Responsibilities

The primary function of the TESOL teacher is to provide instruction for students who are eligible to receive bilingual or English for Speakers of Other Languages (ESOL) services, and enable such students to achieve English proficiency and academic mastery of subject matter content and higher order thinking skills.

The specific duties of this position include, but are not limited to:

1. Provide instruction for students who are eligible to receive EL services
2. Modify the core curriculum so that content is comprehensible and accessible for ELs
3. To build language proficiency in English by both providing direct services, such as ESOL instruction, and indirect services, such as push-in content based instruction, consultation with classroom teachers and/or monitoring
4. Provide expertise to building principals and Coordinator of English Language Learner Programs in planning and implementing programs which address the needs and abilities of the identified EL student population
5. Assist in screening and assessing students to determine EL eligibility and maintains appropriate documentation with the goal of initiating instruction as soon as possible
6. Consult and collaborate with classroom teachers, EL tutors and literacy coaches as appropriate to support access to curriculum and enhance second language acquisition
7. Monitor “former ELs” eligible in mainstream general education setting, as per state requirements
8. Consult with academic subject area teachers to ensure that ELs are doing well in content area classes
9. Provide strategies to content area teachers on how to successfully include ELs at higher linguistic levels
10. Act as a resource to teachers of EL eligible students in developing differentiated strategies for students with limited proficiency in English
11. Assist in the annual assessment of identified EL students as mandated by State and Federal statutes.
12. Communicate, inform and collaborate with parents/guardians of EL students
13. Assist the Coordinator of English Language Learner Programs in maintaining records and reports as requested by local, state or federal agencies
14. Work with building administration to develop reasonable schedules for servicing students