

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 Multilingual Learners (ML)
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 ML services
2. Modify the core curriculum so content is comprehensible and accessible for MLs
3. 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. Assist in screening and assessing students to determine ML eligibility and maintains appropriate documentation as mandated by State and Federal statutes
5. Consult and collaborate with classroom teachers, ML tutors and literacy specialists as appropriate to support access to curriculum and enhance second language acquisition
6. Monitor “former MLs” eligible in mainstream general education setting, as per state requirements
7. Consult with academic subject area teachers to ensure that MLs are doing well in content area classes
8. Provide strategies to content area teachers on how to successfully include MLs at higher linguistic levels
9. Communicate, inform and collaborate with parents/guardians of ML students
10. Work with building administration to develop reasonable schedules for servicing students