MOUNTAIN EDUCATION

Job Description

Position Title: **Teacher ESOL**	
Division/Department: Federal Programs	Evaluation Instrument: Teacher Eval
Pay Grade: $42/hour	Employment Basis: Part-Time, As Needed
Reports To: Principal	

MINIMUM QUALIFICATIONS

Education: Bachelor's degree (or higher) in related field
Certification: Valid GaPSC certification in related fields (ESOL Certification or ESOL Endorsement with Secondary Certification); Professionally qualified according to ME standards.
Experience: Ability to relate well to students, parents and co-workers. Bilingual preferred.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable

GOAL STATEMENT

Provide English language acquisition instruction and support to English learners in the classroom.

DUTIES & RESPONSIBILITIES

JOB SPECIFIC DUTIES

1. Provide ELL language assistance instruction using one of the seven approved GA ESOL Delivery Models.
2. Assist in administering required language proficiency tests for determining ESOL placement for students along with ongoing monitoring of student progress.
3. Maintain a database of ELL and ELL-Monitored students.
4. Assist in developing language acquisition support plans (ELL plans) for all ELL students and work with classroom teachers to implement plans.
5. Work with classroom teachers to support differentiated instruction.
6. Assist in developing appropriate curriculum to help ELL students acquire the English language.
7. Employ a variety of instructional techniques and teaching strategies to meet different aptitudes and interests of students, including whole group (co-teaching)/ small-group or individual learning.
8. Assist in compiling and maintaining ESOL forms, achievement, and progress records for each student.
9. Assist in gathering data for reporting requirements and other required reports.
10. Establish and maintain communication with parents of students in the program.
11. Engage parents and families in student and family involvement activities in the community.
12. Attend IEP, Section 504, or other related meetings necessary for student assessment and/or compliance with federal and/or state law.
13. Is neat and professional in appearance befitting the job they provide the school system.
14. Shall exhibit a professional attitude and demeanor at all times in dealing with the board, school administration, fellow employees, parents, students and the public.
15. Teachers are expected to facilitate best practices in their classroom at all times. This includes teachers walking around the classroom, being actively engaged with all students, working one-on-one with all students, and differentiating based on student needs.
16. Utilize time efficiently.
17. Work in a self-contained team, departmental or itinerant capacity as assigned; teachers will work collaboratively in horizontal and vertical teams on a frequent basis to review assessment data and modify instruction to improve student achievement.

GENERAL DUTIES

1. Supervision of students in an ME setting.
2. Ensure the integrity, accuracy, and security of all records.
3. Maintain a high level of ethical behavior and confidentiality of information.
4. Maintain a pattern of prompt and regular attendance and perform all duties as assigned effectively and efficiently.
5. Participate in professional learning as assigned.
6. Communicate clearly and concisely, both orally and in writing.
7. Demonstrate appropriate verbal, written, and telephone communication skills.
8. Complete routine tasks with little or no direct supervision.
9. Able to perform tasks involving periods of standing, walking, and sitting.
10. Able to perform the essential job functions with reasonable accommodations.
11. Perform other duties as assigned.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be responsible for as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed - even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. It should also be noted that the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: June 2024