

JOB DESCRIPTION

***PERTH AMBOY
BOARD OF EDUCATION***

ESL Teacher (Elementary & Middle School)

Qualifications:

1. Possession of valid New Jersey ESL certificate in addition to completion of specialized training in Orton-Gillingham Method/approaches and one course in the teaching of reading.
2. Hold a Bachelor's degree from an accredited college or university.
3. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
4. Have excellent integrity; demonstrate good moral character and initiative.
5. Exhibits a personality that demonstrates excellent interpersonal skills to relate well with students, staff, administration, parents, and the community.
6. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9.
7. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education.
8. Pass the State required Mantoux-Intradermal Tuberculin Test and Physical Exam.

Reports To: Principal/Chief Supervisor of Bilingual Education

Nature and Scope of Job:

ESL Teacher (Elementary and Middle School) provides specialized learning experiences and supervision of students in learning English as a Second Language so that each student develops the skills, attitudes, and knowledge to meet and exceed the English Language Development Standards (WIDA). Achieving academic excellence requires that the English as a Second Language Teacher works collaboratively with other members of the school staff, particularly classroom teachers, and with the parents of each student.

Duties and Responsibilities:

1. Plan, organize and provide instruction to assist students in mastering verbal and written skills in English using individual and small group techniques.
2. Provide instruction and experiences in learning the culture of the community.
3. Work in collaboration with the classroom teacher and with specialist teachers, reinforcing or modifying the methods and materials used in the regular classrooms.
4. Incorporate each of the English Language Development Standards (WIDA) into instruction, when appropriate, to reinforce the school's responsibility to ensure that all students meet and exceed all of the Standards.

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5. Maintain records indicating progress of the student and assist with the evaluation and assessment of students.
6. Communicate regularly with the parents to nurture a supportive and cooperative relationship between home and school.
7. Understand and comply with the rules and regulations regarding the education of English as Second Language students. Suggest to the administration any program needs or changes that are required.
8. Assist ESL colleagues through individual consultation and/or staff development sessions with understanding effective strategies and approaches to meet the needs of students who are learning English as a Second Language.
9. Summarize, interpret, and disseminate current developments in English as a Second Language programs through reading of professional journals, participation in professional development, and involvement in professional organizations.
10. Engage the learners in differentiated learning experiences for the range of skill levels and developmental needs found in the classroom, managing, when appropriate, multiple instructional activities simultaneously.
11. Effectively organize a variety of materials, equipment, media, and community resources to support the instructional program, using school approved procedures.
12. May choose to organize and supervise approved field trips to enhance classroom learning.
13. Monitor the pacing of instruction and budget class time efficiently by providing clear directions, outlining expectations, and effectively bringing to closure instructional experiences.
14. Submit lesson plans in the approved format to the Principal as required and requested.
15. Use effective presentation skills when employing direct instruction, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
16. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
17. Provide a nurturing, supportive, and positive classroom climate that encourages student responsibility, using positive motivation, clear classroom routines, challenging instructional strategies, and effective classroom management techniques.
18. Discipline students in a fair and consistent manner, using school approved procedures. Seek assistance of the parents and the Principal when needed.
19. Establish a professional rapport with students that earns their respect.
20. Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the child in the school.
21. Assess the learning of students using a variety of techniques and report data as required through PLC, the school and the district.
22. Plan and adjust the learning experiences accordingly, requesting advice and assistance from specialists when appropriate.
23. Assist with the preparation, monitoring, and following of Individualized Education Plans for selected students assigned to the class.

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24. Employ a variety of methods for students to demonstrate learning and accomplishments.
25. Evaluate and grade homework, assignments, and tests in a timely fashion, providing feedback to the student on performance.
26. Maintain records and provide evidence of growth and progress to parents and to students.
27. Assume responsibility for all students within the school, beyond those specifically assigned, supervising in a fair and constructive manner to ensure the safety and well-being of all students.
28. May choose to assist with extracurricular activities, supporting the total program of the school, instruct, advise, coach, and supervise extracurricular activities, including interscholastic and intramural sports, academic competition, and fine art programs, as defined by the Collective Bargaining Agreement.
29. May choose to attend student events to demonstrate genuine interest in the life of the students.
30. Ensure the safety and health of all students, notifying the administration of any unsafe conditions, following established procedures.
31. Create a stimulating, attractive, organized, functional, healthy, and safe classroom.
32. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Principal/Chief Supervisor of Bilingual Education. Maintain accurate attendance records.
33. Work cooperatively with adults assigned to the classroom (e.g., paraprofessionals, student teachers, parents, and volunteers), establishing clear expectations for roles and responsibilities.
34. Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the honorable profession of teaching.
35. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
36. Attend required staff meetings and serve, as appropriate, on staff committees. Participate in curriculum and program development, and in the selection of materials and equipment to support instruction.
37. Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
38. Continue to grow professionally through collaboration with colleagues and professional growth experiences.

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39. Complete the required 100 clock hours of State-approved continuing professional development every five years in accordance with State and district procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).
40. Recommend to the Principal the supplies and equipment needed to support instruction and assist with ordering, following established procedures.
41. Maintain a safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
42. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
43. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal and assigned supervisor, and not otherwise prohibited by law or regulation.
44. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

Verification of Competency:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.
5. Official college transcript.

Physical Demands, Visual Acuity and Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary.
6. American Sign Language or Braille may also be considered as acceptable forms of communication.
7. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

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Environmental Demands:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at time.

Terms of Employment:

10 month exempt, salaried position with agreement between the Perth Amboy Federation and the Perth Amboy Board of Education. Salaries, benefits, and leave time as negotiated. The ESL Teacher (Elementary & Middle School) will be evaluated by the Building Administrator/Chief Supervisor of Bilingual Education or designee.

Date Adopted: May 23, 2013