



## CERTIFIED POSITION DESCRIPTION

**Position:** English as a New Language Teacher

Work Schedule: 183.5 days  
Evaluation: Annually, according to PHMTA Agreement  
Reports to: Building Principal and ENL Program Coordinator

**Summary:** Provide a learning climate that encourages student motivation and leads students toward the fulfillment of their individual potential for intellectual, emotional, psychomotor growth and maturation by providing guidance that will assist students to develop a positive and realistic self concept to assist them in overcoming language barriers that may impede their learning.

### Essential Duties and Responsibilities:

1. Must have a valid Indiana Teacher License that qualifies for ENL instruction.
2. Must have proven capabilities in teaching English Language Arts and language acquisition skills in reading, writing, speaking, listening, and media communication.
3. Knowledge and proficiency in reading workshop model.
4. Knowledge and proficiency in writing workshop model.
5. Must be adept with the use of technology as well as proven competence of the pedagogy that infuses technology with learning.
6. Knowledge of and proficiency in the WIDA Standards.
7. Knowledge of and proficiency in WIDA testing.
8. Knowledge of and proficiency in SIOP (Sheltered Instruction Observation Protocol).
9. Help with training of personnel relative to WIDA standards and SIOP.
10. Serve in a Co-Teaching capacity as appropriate with ELA teacher(s).
11. Must possess excellent interpersonal, communication, leadership, and organizational skills.

### Qualification Requirements:

1. Must have a valid Indiana Teacher License that qualifies for ENL instruction.
2. Must have proven capabilities in teaching English Language Arts and language acquisition skills in reading, writing, speaking, listening, and media communication.
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8. Knowledge of and proficiency in SIOP (Sheltered Instruction Observation Protocol).
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**Physical Ability** ~ Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, stoop, kneel, crouch or crawl, talk and hear. The employee must occasionally lift and/or move up to 10 pounds.

**Sensory Requirements** ~ Most tasks require visual perception and discrimination. All tasks require oral communications ability.

**Environmental Factors** ~ The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- Tasks are regularly performed without potential exposure to adverse environmental conditions, such as temperature and noise extremes, odors, humidity, vibrations, traffic hazards, violence, disease, or pathogenic substances.
- The noise level in the work environment is usually moderate, however the noise level can vary depending upon daily activity, but will still remain within the acceptable noise level range

**Mental Effort** ~ Normal Concentration/intensity, which includes prolonged mental effort with limited opportunity for breaks.

~ When duties and responsibilities change and develop the job description will be reviewed and subject to changes of business necessity ~

*The Penn-Harris-Madison School Corporation will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation*