

JOB DESCRIPTION
Keene Community Education

ENGLISH LANGUAGE LEARNER TEACHER

Purpose Statement

The position of English Language Learner (ELL) Teacher was established to conduct appropriate level of English instruction for adult students in the areas of reading, writing, listening, speaking and cultural adjustment.

This job reports to the Assistant Director of Community Education.

Essential Functions and Responsibilities

- Plan and implement daily lesson plans based on students' levels and individual goals.
- Maintain a classroom environment that is conducive to learning.
- Conference students individually as necessary.
- Use a variety of instructional methods.
- Incorporate technology, as appropriate, to aid instruction and promote computer literacy.
- Make referrals to the student advisor or the director as needed.
- Work with Adult Learner Services Coordinator to recruit volunteers as needed to provide additional one-to-one help for students.
- Welcome classroom visitors who supplement instruction, such as Connections facilitators or local community agency representatives.
- Oversee the activities and responsibilities of any teacher aide or classroom based volunteer.
- Keep daily student attendance records, report pre/post-test scores and changes in student information to the coordinator for data entry.
- Notify the coordinator when students are absent without explanation.
- Notify the coordinator in writing regarding instructional materials needed
- Prepare student progress reports for outside agencies on an as needed basis.
- Report instructional and/or counseling hours on a daily basis.
- Attend staff meetings and participate as a member of adult education program team.
- Attend new staff orientation at the local and state level and access other relevant opportunities throughout the year.
- Regularly update skills & professional knowledge of effective teaching.
- Participate in all program planning and evaluation sessions: e.g., Annual Program Evaluation.
- Contribute in some way to building our school community; e.g., initiate or take part in activities that bring your students and other classes together.
- Accept other responsibilities as assigned.

Skills, Knowledge and Abilities

SKILLS: Specific skill-based competencies required to satisfactorily perform the functions of the job include: excellent oral and written communication skills; operating standard office equipment including using a variety of software applications and databases; and preparing and maintaining accurate records.

KNOWLEDGE: Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: up-to-date knowledge of state ELL regulations and instructional practices; and current language assessment practices.

ABILITY: Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining FERPA confidentiality; adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Working Environment

The usual and customary methods of performing the job's functions may require the following physical demands: some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

Minimum Qualifications

Experience: Relevant experience preferred: i.e., prior classroom teaching experience, knowledge of adult learner characteristics and/or willingness to acquire appropriate training and knowledge.

Education: Bachelor's degree from an accredited institution in job-related area or an equivalent combination of work experience and education that satisfies requirements.

Certificates: Hold or be eligible for a NH teacher certification in English for Speakers of Other Languages. Achieved or be eligible for Highly Qualified Teacher status under NCLB.

FLSA Status: Non-Exempt

Approval Date: 5/19/16 RM