

POSITION DESCRIPTION

EL Teacher

SECTION I: GENERAL INFORMATION

Position Title: EL Teacher	Department: Education Services
Immediate Supervisor's Position Title: Executive Director of Educational Services	FLSA Status Exempt
Salary Range: \$46,744 to \$107,076 Annually	
<p>General Summary of Purpose of Job:</p> <p>Develop and implement engaging standards based and inclusive lessons that are responsive to students' current skills and knowledge and provide for student growth and development.</p>	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duty No.	Essential Duties
1.	Partner with EL team, EL Coordinator and District/Site Administration to implement district Language Instruction Education Plan for English learners
2.	Promote instructional practice that is consistent with knowledge of child learning and development
3.	Collaborate & plan with EL team and mainstream cooperating teachers during the academic school year and approved paid summer planning time
4.	Partner with families to meet the unique needs of their children
5.	Attend parent-teacher conferences
6.	Arrange interpreters when needed
7.	Partner with Site Testing Coordinator to plan for and facilitate ACCESS testing
8.	Partner with EL team, classroom teachers and site administration in creating teaching and student schedules that follow LIEP service minutes.
9.	Adhere to staff and program guidelines and district procedures and policies.
10.	Partner with site EL team, EL coordinator, and site administration to address identified areas of improvement and work towards possible solutions.
11.	Support the district's mission, vision, values and strategic plan.
12.	Facilitate professional development when needed

13.	Complete and send home parent letters in accordance with district and federal guidance
14.	Scaffold instruction to make language and content accessible for our English language learners
15.	Other duties as assigned.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/EXPERIENCE REQUIREMENTS: Minimum education and experience required to perform adequately in position could reasonably be attained only by completing the following:

X **Bachelor's Degree in ESL or a related field**

PREFERRED EDUCATION/EXPERIENCE REQUIREMENTS:

- Five years of successful teaching experience

LICENSE/CERTIFICATION: (Identify licenses/certification required upon hiring:

- Valid Minnesota Teaching License **or** five (5) or more years of teaching experience

Licensure Requirement (State Law):

In accordance with Minnesota Statutes, section 122A.261, educators working in public preschool, School Readiness, and Voluntary Prekindergarten (VPK) programs within school districts and charter schools are required to hold a valid Minnesota teaching license by July 1, 2028.

Educators with five (5) or more years of relevant teaching experience prior to September 2028 may qualify for an exemption under this law.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM THE WORK

Knowledge

- Appropriate Minnesota teaching licensure for subject area and level taught.

Skills

- Effective written and verbal communication skills
- Strong organizational and presentation skills
- Strong skills in differentiated instruction
- Skills in behavior management and classroom management
- Skills in data-driven decision making
- Skills in technology integration
- Demonstrated leadership skills

Abilities

- Ability to work collaboratively and cooperatively with administrators, teachers, staff, and students
- Ability to meet the instructional needs of a diverse group of students
- Ability to promote strong student learning outcomes
- Ability to develop and maintain positive professional relationships
- Ability to analyze, prioritize, and implement plans in a timely and professional manner
- Commitment to professional development and continuous growth
- Demonstrated prompt, regular, and reliable attendance

PHYSICAL REQUIREMENTS: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			√	
Walk			√	
Sit		√		
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms			√	
Climb or balance	√			
Stoop/kneel/crouch or crawl			√	
Talk and hear				√
Taste and smell	√			
Lift & Carry:				
Up to 10 lbs.			√	
Up to 25 lbs.		√		
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			
Vision Requirements:	Yes	No		
No special vision requirements	√			
Close Vision (20 in. of less)		√		
Distance Vision (20 ft. of more)		√		
Color Vision		√		
Depth Perception		√		
Peripheral Vision		√		

General Environmental Conditions:

Work is performed under normal classroom conditions and there are minimal environmental risks or disagreeable conditions associated with the work. The typical noise level is considered to be moderate.

General Physical Conditions:

Work can be generally characterized as:

Work is generally characterized as **Light to Medium Work**, requiring frequent standing, walking, bending, reaching, and kneeling. The position involves occasional lifting, carrying, pushing, or pulling of materials and equipment, and may include lifting children or assisting with mobility, generally up to 30–40 pounds. The role requires active engagement in classroom, play, and care routines throughout the day.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS:

N/A

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Human Resources

Date

Job Classification History:

Prepared by AT 3/4/26

Reviewed/updated:

Reviewed/updated: