

SCHOOL DISTRICT OF ST. JOHNS COUNTY

ESOL TEACHER

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree from an accredited educational institution.
- (2) Valid State of Florida Educator's Certificate or Statement of Eligibility.
- (3) Satisfactory completion of internship.
- (4) ESOL Endorsement/Certification required.
- (5) Satisfactory criminal background check and drug screening.
- (6) Bilingual Preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child development, especially of children in the age group of assigned position. Knowledge of English Language development and acquisition. Knowledge of World-class Instructional Design and Assessment (WIDA) standards, District curriculum (curriculum maps), District-approved textbooks and supplemental materials that relate to instruction. Knowledge of current ESOL educational research and the use of current technology. Knowledge of varied learning styles, skills and pedagogy in using various methods, WIDA Standards and strategies to address differentiated learning and challenge students beyond the required curriculum. Excellent written and verbal communication skills. Competency in problem solving and conflict resolution. Ability to plan, collaborate with teachers, organize, schedule and implement activities for maximum effectiveness. Exemplary skill in analyzing, diagnosing and evaluating ELL student data progress and programs. Skill in redirecting instruction and assigning actions for improvement, academically or socially. Ability to manage the classroom and supervise students in providing a safe, nurturing environment that stimulates optimal academic, moral and social growth. Demonstrate ability to interact, collaborate and share expertise with administration, peers and community. Commitment to the Core Set of District's Beliefs about teaching, learning and on-going professional development. Commitment to encourage parent involvement through school activities and volunteerism which connects school and home. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Communicate in a professional and courteous manner. Ability to work cooperatively with others.

REPORTS TO:

School Principal or Assigned District Supervisor

JOB GOAL

Provide an appropriate educational atmosphere which encourages student learning, and the fulfillment of their potential for intellectual, emotional, physical and psychological growth and maturity in accordance with District philosophy, goals and objectives. Cultivate collaboration with other classroom teachers, as well as, non-instructional and District staff. Participate in the development and implementation of the District's Strategic Plan and School Improvement Plan for assigned school. Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

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SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Communicate learning goals and feedback for ELL students.
- * (2) Implement WIDA standards.
- * (3) Help teachers understand and students interact with new knowledge.
- * (4) Help students practice and deepen new knowledge.
- * (5) Help students generate and test hypothesis.
- * (6) Engage students.
- * (7) Establish rules and procedures.
- * (8) Recognize adherence to rules and procedures.
- * (9) Establish and maintain effective relationships with students.
- * (10) Communicate high expectations for all students.
- * (11) Plan and prepare lessons and units for ELL students.
- * (12) Plan and prepare for use of resources and technology for ELL students.
- * (13) Plan and prepare for the needs of English Language Learners and demonstrate flexibility.
- * (14) Plan and prepare for the needs of students receiving Special Education.
- * (15) Assist in training of the WIDA standards and with compliance monitoring of all ELL documentation and folders.
- * (16) Evaluate personal performances in teaching
- * (17) Develop and implement a Professional Growth Plan.
- * (18) Promote a positive and collegial environment.
- * (19) Promote the exchange of ideas and strategies.
- * (20) Promote the district and school development.
- * (21) Promote inter/intra-agency communication and delivery.

Expectations of All Employees

- * (22) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- * (23) Follow attendance, punctuality, proper dress code and other qualities of an appropriate work ethic.
- * (24) Ensure adherence to good safety standards.
- * (25) Maintain confidentiality regarding school/workplace matters.
- * (26) Model and maintain high ethical standards.
- * (27) Maintain expertise in assigned area to fulfill position goals and objectives.
- * (28) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (29) Demonstrate initiative in the performance of assigned responsibilities.
- * (30) Each employee of the St. Johns County School Board is charged with the responsibility of being familiar with the Character Counts program and with modeling the characteristics of citizenship, character education and literacy.

Inter/Intra-Agency Communication and Delivery

- * (31) Respond to concerns, communication attempts, and inquiries in a timely manner.

Professional Growth and Improvement

- * (32) Attend and participate successfully in meetings, pre-service and training programs offered to increase skills, proficiency and character education related to assignment.

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- *(33) Participate successfully in training programs, conferences, and workshops as assigned or appropriate to keep abreast of current practices, programs, legal issues, and character education.

Systemic Functions

- *(34) Keep supervisor informed of potential problems or unusual events.
- *(35) Follow federal and state laws as well as School Board policies, rules, and regulations.
- *(36) Prepare all required reports and maintain all appropriate records.
- *(37) Represent the District in a positive and professional manner.
- *(38) Demonstrate support for the School District and its goals and priorities.

Leadership and Strategic Orientation

- *(39) Set high standards and expectations as they relate to the district's character program.
- *(40) Exhibit interpersonal skills to work as an effective team member.
- *(41) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.

POSITION CODE: 63012

FLSA STATUS: Non-Exempt

BOARD APPROVED: May 2013

REVISED: July 2014, September 2016; July 2019