

**Sweetwater County School District #1**

**P.O. Box 1089**

**Rock Springs, WY 82901**

**Job Title:** EL Teacher

**Location:** Eastside Elementary

**Reports To:** Building Principals

**Terms of Employment:** Full Time

**Nature and Scope of Job:**

The purpose of a Title III Teacher's job is to provide instruction to English Language Learner (ELL) students when language proficiency interferes with learning; to teach students to read, write, problem solve, find information, think, work cooperatively with others; and to meet all District-required curriculum objectives. Title III teachers are encouraged to participate in Title III parent involvement activities.

**Job Functions:**

**Essential Functions:**

1. Writes Individual English Learning Plans (IELPs) for students to implement a language proficiency program of study that meets individual needs and abilities within the Sweetwater County School District Number One curriculum based on a thorough knowledge of ELL students, district content standards, and essential learnings
2. Utilizes progress monitoring of student IELP goals to focus instruction
3. Conducts assessments / screenings and uses results to inform instruction
4. Conducts and implements State/District assessments as required for Title III program compliance
5. Implements Title III curriculum objectives and goals using effective ELL teaching techniques and materials
6. Collaborates with the teachers, principals, Title III Coordinator, and Curriculum Director for the improvement and enrichment of instruction in accordance with the District's instructional plan
7. Writes lesson plans regularly which describe daily learning experiences correlated to curriculum objectives

8. Monitors and assesses ELL student progress while providing feedback on a regular basis to students and parents/guardians in accordance with the District's assessment plan
9. Works with students to develop a cognitive and social language base
10. Collaborates with regular education classroom teachers to meet the students' needs to be successful in the regular classroom and to bring the students' achievement standards to fluent English level
11. Completes the necessary paperwork and processes required for Title III program compliance and accountability
12. Communicates Title III aims/objectives to students in a well-planned, organized manner in clear and concise terms
13. Creates a Title III classroom environment conducive to learning and appropriate to the maturity of the students
14. Assists administration in implementing all policies, vision, mission, philosophy, regulations and rules of Sweetwater County School District Number One
15. Respects the dignity of each ELL student as an individual and gains an adequate understanding of his/her needs, interests, abilities, aptitudes, temperament, and environmental influences, as a basis on which to meet his/her needs and to treat him/her with fairness and courtesy
16. Communicates Title III concerns and ideas with colleagues, parents, students, and community in a positive, solution-oriented manner
17. Assumes legal responsibilities for the discipline and supervision of ELL students in the classroom at all times and their classroom field trips or functions while maintaining a high standard of conduct and good rapport with students
18. Strives to maintain and improve professional competence in accordance with the District's staff development plan
19. Assumes professional responsibility for the management and progress of classes under his/her authority, direction, and supervision
20. Assumes individual responsibilities assigned by principal/supervisor which may relate to committee work, student activities, student supervision, or other planning and professional assignments
21. Maintains accurate, complete, legible, and correct records as required by law, Sweetwater County School District Number One policy, and administrative regulation
22. Takes necessary precautions to protect students, equipment, materials, and facilities
23. Conducts oneself in a business-like and task-oriented manner
24. Seeks to establish friendly and collaborative relationships between the home and the school
25. Provides parents with information that will serve the best interests of their children and is discreet with information received from parents

**Other Functions:**

1. Attends staff meetings
2. Keeps informed by reading building and District communications
3. Responds to requests for information in a timely manner
4. Performs additional responsibilities as required

**--EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THIS JOB--**

## **Job Qualifications**

### **Knowledge, Skills and Mental Ability:**

Possesses knowledge of improving language proficiency skills with at-risk populations  
Demonstrates knowledge in designing and implementing a Title III classroom that expands learning through best practice strategies

Exhibits a broad general knowledge of all subject areas with specific knowledge needed in ELL pedagogy and learning theory

Demonstrates group dynamics and interpersonal skills

Possesses knowledge of physiological, psychological, emotional, and educational behavioral development of children

Maintains classroom developmentally appropriate management skills, which include discipline as well as record keeping and assessment abilities

Demonstrates technological and computer skills

Possesses problem solving, imagination, patience, reasoning, creativity, judgment, and analytical abilities

### **Education, License, Certificate or Formal Training**

Possesses ESL endorsement as required by Wyoming PTSB

Possesses all certificates required by the Wyoming Department of Education

Continues to pursue ESL graduate level classes for professional growth

### **Equipment Used:**

1. Learning Management Systems (LMS) Usage – Ability to navigate and utilize digital learning platforms.
2. Classroom Technology Integration – Knowledge of interactive whiteboards, projectors, and student devices.
3. Online Assessment Tools – Experience creating and managing digital quizzes, tests, and evaluations.
4. Virtual and Hybrid Teaching – Proficiency in video conferencing and remote learning platforms.
5. Educational Data Analysis – Ability to interpret student performance data to guide instruction.
6. Digital Collaboration Tools – Experience using shared documents, discussion boards, and communication apps.

7. Basic Troubleshooting – Ability to resolve minor technical issues with classroom technology.
8. Assistive Technology – Understanding of tools that support diverse learning needs.
9. Cybersecurity and Digital Safety – Awareness of online privacy, security risks, and digital citizenship.
10. Content Creation and Multimedia – Ability to develop digital learning materials (videos, presentations, infographics).

**Physical Demands:**

Be able to stand, walk, and sit for long periods without fatigue or discomfort.

Be able to lift up to 50 pounds and carry a distance of 50 feet.

Be able to work at a computer monitor for a portion of each day without fatigue or discomfort.

**Environmental Demands:**

Be able to spend most of the time inside classrooms with some work outside in cold/hot weather.

Be able to tolerate noise up to 90 decibels.