



**Union County Public Schools**  
*Certified and/or Instructional Support Job Description*

<b>POSITION TITLE: ESL Teacher</b>	<b>TERM OF EMPLOYMENT: 10</b>
<b>DATE: 12/10/2021</b>	<b>DATE OF LAST REVISION:12/23/2025</b>
<b>FLSA EXEMPTION STATUS: Exempt</b>	<b>PAY GRADE: Teacher Scale</b>
<b>CLASSIFICATION: Certified</b>	<b>STATUS: Full Time</b>

**JOB SUMMARY:** The ideal candidate for this position will work under the direct supervision of the ESL Program Specialist, to use strategies which help English Learner (EL) students achieve at high levels in the core academic subjects, to modify and deliver high quality instruction according to the Standard Course of Study and English Language Development Standards (ELD) to mainstreamed EL students, to help teachers understand the linguistic, cultural, and academic needs of EL students.

<b>ESSENTIAL JOB FUNCTIONS</b>	
1.	To use effective instructional strategies, which help ESL students achieve at high levels in the core academic subjects.
2.	Meet the diverse needs of EL students relevant to improving their achievement and making the school experience meaningful.
3.	Provide scaffolding support to assist EL students in learning the state curriculum as they develop language skills
4.	To maintain accurate records which reflect local, state, and federal guidelines
5.	Consult with colleagues, students, and parents on a regular basis.
6.	Maintain a professional attitude towards students, parents, staff, and the community
7.	Assist in upholding and enforcing school rules, administrative regulations, and Board policy

<b>DUTIES &amp; RESPONSIBILITIES</b>	
<b>List most important duties first</b>	
1.	Provide support to EL students to help them meet the same rigorous state content area assessments and achievement standards as other students.
2.	To consult and collaborate with educators on the needs of mainstreamed EL students in their classrooms at different levels of language proficiency.
3.	Create EL plans for students and maintain required paperwork.
4.	Assess EL student’s language proficiency annually.
5.	Attend required ESL meetings, staff meetings, and serve on staff committees
6.	Perform other duties and assume additional responsibilities as may be assigned by the school administration.

<b>MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS</b>	
<b>Minimum Qualifications</b>	<b>Desirable Qualification</b>
<ul style="list-style-type: none"> <li>Candidates should hold a current NC Teaching license with certification in Teaching English to Speakers of Other Languages</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>



**KNOWLEDGE, SKILLS, AND ABILITIES**

**JOB KNOWLEDGE**

- Demonstrates preparation and skill in working with students from diverse cultural, economic and ability backgrounds.
- Perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions.
- Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; lesson plan requirements; stages of child development; and behavioral management strategies
- Ability to constantly monitor the safety and well-being of students, particularly when student is participating in an inclusive activity.

**TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION**

- Perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions.
- Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

**WORK COMPLEXITY/INDEPENDENT JUDGEMENT**

- Schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment.
- Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods.
- Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

**PROBLEM SOLVING**

- Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate.
- Problem solving is required to analyze issues and create action plans.
- Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things

**COMMUNICATION/INTERACTIONS**

- Ability to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment.

**CUSTOMER RELATIONSHIPS**

- Requires the ability to deal with people beyond giving and receiving instructions.
- Must be adaptable to performing under stress and when confronted with emergency situations.



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**PHYSICAL REQUIREMENTS**

**WORK ENVIRONMENT:**

Strength: Sedentary/Medium - Exert force 10-40 lbs., frequently; and up to 40 lbs., constantly; or a negligible amount of force to frequently lift, carry, push, pull or move objects.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone/radio. Vision: Frequent near acuity and occasional far acuity. Mobility to work in a typical traffic setting and use of motor vehicle equipment. Vision to read printed materials and/or signs, a VDT screen, or other monitoring devices.

Environmental Conditions: Varies from classrooms to exposure to outside weather conditions with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise intensity levels ranging from moderate to loud for occasional to frequent time periods.

Hazards: Furniture, wheelchairs, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

***In compliance with Federal Law, Union County Public Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of sex, race, color, religion, national origin, age or disability.***

***DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.***