



<b>JOB TITLE:</b>	Multilingual Learner (MLL) Teacher
<b>FLSA CLASSIFICATION:</b>	Exempt (Professional), salaried employee
<b>WORK DAYS:</b>	184 days (does not include holidays)
<b>STANDARD HOURS PER DAY:</b>	7 hours and 50 minutes Monday - Thursday (includes 30 minute duty free lunch) 7 hours and 15 minutes Friday (includes 30 minute duty free lunch)
<b>WORK YEAR:</b>	The work year for the MLL Teacher is set annually in a school calendar adopted by the Board of Education.
<b>SALARY SCHEDULE &amp; BENEFITS:</b>	The MLL Teacher is paid on the "Teachers" salary schedule, and is eligible for benefits on the "Teachers" benefits schedule.
<b>REPORTS TO:</b>	The MLL Teacher reports to the building Principal and/or other building administrators.
<b>SUPERVISES:</b>	The MLL Teacher supervises the instructional assistants who may be assigned to the Teacher's classroom for that given period of time.

**GENERAL SUMMARY:** The Multilingual Learner (MLL) Teacher, sometimes referred to as an ESL or ENL Teacher, is responsible for providing explicit instruction and academic support to students who are acquiring English as an additional language. The MLL Teacher works collaboratively with classroom teachers and staff to help English learners (ELs) increase their English language proficiency while supporting academic achievement across content areas. This position promotes equitable learning experiences by creating culturally and linguistically responsive instructional environments aligned with Indiana English Language Proficiency Standards and the WIDA Framework.

**ESSENTIAL FUNCTIONS:**

1. Works with administrators, other Teachers, and/or instructional teams to plan and implement instruction according to the District approved and adopted curriculum;
2. Provide direct English language development (ELD) instruction to English learners in alignment with WIDA ELD standards and Indiana Academic Standards.
3. Collaborate with general education and special education teachers to plan and implement scaffolds and strategies that ensure ELs access grade-level content.
4. Develop and deliver daily lesson plans using a variety of instructional strategies to support students' English language acquisition and content understanding.
5. Monitor and assess English language proficiency and academic progress through formative and summative assessments; use data to inform instruction.
6. Administer and support the state-required WIDA ACCESS assessment and support the development of Individual Learning Plans (ILPs) for ELs.
7. Modify and differentiate instruction to meet individual student language development needs across the four language domains: listening, speaking, reading, and writing.
8. Create and maintain a culturally responsive classroom that honors students' linguistic and cultural identities.
9. Communicate effectively with students and families using culturally appropriate methods and, when necessary, interpretation/translation services.  
Maintain accurate student records including assessment data, progress monitoring, and parent communication logs.
10. Serve as an advocate for English learners in school-wide decision-making processes.

11. Participate in student support team meetings, case conferences, and/or Individualized Education Plan (IEP) or ILP meetings as needed.
12. Attend professional development opportunities related to language acquisition, culturally responsive practices, and instructional technology.
13. Participates in faculty meetings, staff development activities, and personal professional growth activities focused on the acquisition of new and improved skills and knowledge;
14. Conducts standardized tests in accordance with State guidelines, District policies, the Principal's expectations;
15. Maintains all records as required, including but not limited to grade books, attendance records and student progress reports;
16. Assigns grades, recommends promotion or retention, and/or participates in decisions regarding students' placement in appropriate classroom situations for the ensuing year;
17. Assists in the protection of students both on campus and online/virtually, and student's property when on campus;
18. Supervision of students;
19. Responsible for keeping up to date on current technology, as job appropriate, being used in the District. With the support of the District, attends training to ensure skill level in various technologies is at the level required to perform in current position;
20. Responsible for timely and accurate information they maintain as part of their job responsibilities.

**Additional Duties (Non-Essential Functions):**

21. Participate in school events, family engagement nights, or EL-focused community events.
22. Support language development beyond the classroom through extracurricular activities, clubs, or academic interventions.
23. Perform supervision duties as assigned (hallways, cafeteria, arrival/dismissal).
24. Carry out other duties as assigned by the building administrator.

**ENTRY-LEVEL REQUIREMENTS:**

1. **EDUCATION/TRAINING:** Bachelor's Degree from an accredited college or university is required. Master's Degree in TESOL, ESL or related field preferred.
2. **EXPERIENCE:** Successful completion of student teaching and all coursework required by the college/university and required by the Division of Professional Standards (Indiana Department of Education) for an Indiana Teacher's License.
3. **CERTIFICATIONS &/OR LICENSES:** Current and valid Indiana Teacher's License in the grade level and/or subject area for which the teacher is being employed is required (or eligibility for an Emergency Permit, if the District is willing to submit a request for an Emergency Permit).
4. **OTHER:**
  - Strong understanding of second language acquisition and effective instructional practices for ELs.
  - Bilingual proficiency in English and another language (especially, Spanish, French, Haitian-Creole, etc.)
  - Training or experience with WIDA screener, WIDA ACCESS testing and ILP development.
  - Experience working in a school using co-teaching, push-in, pull-out ESL Service models.
  - Proficient in using instructional technology and digital platforms to enhance language learning.
  - Excellent communication, collaboration, and organizational skills.
  - Ability to perform the essential functions and to fulfill the physical/sensory/ environmental requirements of the job (with or without reasonable accommodations) is required.

**PHYSICAL REQUIREMENTS:** The duties and responsibilities of the Teacher primarily involve talking to, listening to, and interacting with students. Physical movement throughout the school building and classroom to personally engage with students and staff is very important.

This job typically involves some combination of walking, standing and sitting, and may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

However, this job does not require heavy lifting or other physical abilities often associated with manual labor.

Proficient use of technology is important in order to effectively provide instruction and communicate with families in order to effectively accomplish job responsibilities.

**SENSORY REQUIREMENTS:** The ability to communicate verbally in person/virtually, is very important. The ability to present instructional lessons and to explain ideas in ways that are readily and fully understood by students is very important. Monitoring student behavior may require visual and/or auditory perception and discrimination.

**ENVIRONMENTAL FACTORS:** Tasks are regularly performed without significant exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluations of Professional Personnel.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_

The Metropolitan School District of Warren Township does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, military status, ancestry, or genetic information which are classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the Corporation's employment opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs and activities, affecting the Corporation environment.

Revision June 10, 2025 PG