

MARION COUNTY JOB DESCRIPTION

Position Title: Teacher, ESL Department: Instructional Reports To: Principal Approved By: Marion County Board of Education Date: December 2010
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SUMMARY: Collaborates with classroom teachers in providing language instruction and other needed services to ESL students.

REPORTS TO:

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

1. Determine ESL student instructional needs through the utilization of appropriate assessment measures, to include the LAS-O or the pre LAS, and professional judgment.
2. Develop individual Limited English Proficient Learning Plans for all ESL students and work with teachers in assuring delivery of the instructional services stipulated in the plan.
3. Provide instructional services to eligible ESL students and work collaboratively with colleague teachers to ensure student success.
4. Provide resource assistance and consultation to colleague teachers in meeting the needs of ESL identified students.
5. Communicate with parents of ESL students regarding school activities, school forms, community and educational resources.
6. Assist in identifying and accessing community resources for ESL students.

SUPERVISORY RESPONSIBILITIES: Supervises students in collaboration with other teachers.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, a skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

CERTIFICATES, LICENSES, REGISTRATIONS: Valid teaching certificate with ESL endorsement or evidence of working toward ESL endorsement.

EDUCATION and/or EXPERIENCES: Bachelor of Arts degree.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plan and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

TECHNOLOGY SKILLS: Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers and parents; skill in oral and written communication.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being, or work output of other people.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position required the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

FileName Teacher, Bilingual: