

TITLE:	ESL Teacher	11/1/2012
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QUALIFICATIONS:

1. At least three years of teaching experience
2. A valid state certificate to practice as a school principal
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Superintendent of Schools

JOB GOAL: To provide excellent teaching skills

PERFORMANCE RESPONSIBILITIES:

The principal's responsibilities are within the following areas:

1. Human relations
2. Personnel and instruction
3. Supervision and evaluation
4. Management
5. Professional growth of the principal

JOB DESCRIPTION:

Skills of an ESL Teacher include but are not limited to:

Excellent teaching skills, effective written and verbal communication skills.

Superb interpersonal and leadership skills, organizational and multi-tasking skills.

The ability to relate to people of other cultures or nationalities.

He/she should also be patient, creative, detail-oriented and analytical.

Specific work elements of the job as an ESL Teacher include but are not limited to:

Planning and delivering lessons; designing and producing teaching materials;

assessing student performance and progress;

keeping records; coordinating with fellow teachers, assistants and other professionals; attending meetings; providing advice in developing lesson plans, and performing other tasks assigned.

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TITLE:
Principal

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TERMS OF EMPLOYMENT:

Ten month letter of assurance. 6 sick days per year. Salary and benefits to be determined by the School Board.

EVALUATION:

Job performance will be evaluated annually in writing by the assistant superintendent of schools.

APPROVED BY

DATE:

REVIEWED AND AGREED BY:

DATE: