

LEMOORE UNION SCHOOL DISTRICT
Human Resource Division

ENGLISH LANGUAGE DEVELOPMENT (ELD) TEACHER
Job Description

BASIC FUNCTION:

Under the supervision of the assistant superintendent, the English Language Development (ELD) Teacher will provide professional development and technical assistance to school sites; coordination of language proficiency assessment; provide assistance to school site personnel responsible for instructional programs in areas related to the instructional program for English Language Learners and the administration and coordination of the language proficiency assessment (CELDT).

REQUIRED QUALIFICATIONS:

Skill and Ability to:

- Effectively deliver an instructional program that is aligned with district curricular standards;
- Establish and maintain a learning environment that advances student learning;
- Monitor and record student progress in a manner that is understandable to students and parents;
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work, including students, parents and co-workers;
- Represent and support the district or school in conversations with the public;
- Understand and carry out oral and written directions;
- Communicate in the student's primary language (for some positions);
- Effectively communicate verbally and in writing.

Knowledge of:

- Child learning and development principles and practices;
- Subjects taught in District schools, including, but not limited to reading, mathematics, and language arts;
- Pedagogical methods and techniques that promote student learning;
- Student supervision and intervention practices in classroom and playground activities;
- Correct English usage, grammar, spelling, punctuation, and vocabulary;
- Reading and writing communication skills;
- Interpersonal relations skills using tact, patience, and courtesy
- Record-keeping techniques
- Personal qualifications should include: knowledge of cultural background, language styles and needs of bilingual and non-English speaking students; ability to meet District standards for physical and mental health, professional attitude and leadership ability

ESSENTIAL FUNCTIONS:

- Provide instruction to English Learners (EL) and migrant students, individually or in a small group setting.
- Provide professional development and assist the school staff in implementation of the instructional programs for English learners
- Participate in professional development in order to support schools.
- Assist the school staff and principal in the language proficiency assessment and instructional placement process.

- Assist in scheduling and conducting in-service training for school staff, parents and community volunteers to support the instructional program for English learners including: English Language Development (ELD), Literacy, Specially Designed Academic Instruction in English (SDAIE), primary language instruction, and Spanish as a second language
- Work with other teachers to coordinate instruction for EL and migrant students that include English Language Development (ELD) and Specially Designed Academic Instruction in English (SDAIE);
- Responsible for assisting with student data record monitoring and maintenance.
- Assist in activities of instructional aides assigned to instructional program for English learners.
- Assist in planning, writing, and reporting of all documents required by state and federal projects and compliance requirements, including budget oversight, project evaluation reports, and second language program evaluation.
- Collaborate with school staff to access and effectively utilize project resources and technology.
- Serve as a resource to other teachers and bilingual paraprofessionals regarding methodologies, curriculum, and instructional materials to meet the needs of EL and migrant students including use of technology assisted instruction;
- Conduct assessments of the academic progress of EL and migrant students and provide required documentation;
- Participate on school and district bilingual advisory committees and facilitate communication with parents.
- Prepare lessons that are aligned with district curricular standards.
- Observe and control behavior of students according to approved procedures.
- Report progress regarding student performance and behavior.
- Confer with parents/guardians regarding individual student progress.
- Participate in professional growth activities that enrich teacher effectiveness.
- Supervise students in a variety of settings and maintaining classroom discipline.
- Operate equipment needed to support teaching, including computers, duplicating equipment; and presentation technology.
- Confer with teachers and administrators concerning programs and materials to meet student needs.
- Assure the health and safety of students by following all health and safety rules.
- Direct group activities of students as assigned.
- Maintain inventory of books and teaching aids; order classroom supplies.
- Perform other related duties as assigned.

Education/Certification:

Have obtained full State teacher certification that is applicable to the grade span (K-6, 7-8) and subject(s) taught or are enrolled in an approved intern program. Hold a Crosscultural Language and Academic Development (CLAD) or Bilingual Crosscultural Language and Academic Development (BCLAD) certificate or equivalent. In addition —

- Teacher new to the profession (credentialed on or after July 1, 2002)
 - Hold at least a bachelor's degree from an accredited university/college, and
 - Passed a validated statewide subject matter examination certified by the California Commission on Teacher Credentialing (CTC), or if a middle school teacher
 - Completed a CTC approved university/college program in the core subject to which assigned, or
 - Hold an undergraduate degree in the core subject taught, or
 - Hold a graduate degree in the core subject taught, or
 - Completed coursework at an accredited university/college equivalent to an undergraduate major.
- Teacher not new to the profession (credentialed before July 1, 2002)

- Hold at least a bachelor's degree from an accredited college or university and, prior to June 30, 2006, and
- Passed a validated statewide subject matter examination certified by the California Commission on Teacher Credentialing, or
- Have successfully completed a high objective uniform state standard evaluation, or if a middle school teacher
 - Completed a CTC approved university/college program in the core subject to which assigned, or
 - Hold an undergraduate degree in the core subject taught, or
 - Hold a graduate degree in the core subject taught, or
 - Completed coursework at an accredited university/college equivalent to an undergraduate major.
- Masters degree preferred, but not required.

Experience:

Experience working with English Learner (EL) and migrant students in an instructional setting.

WORKING CONDITIONS:

Environment:

- School Environment
- Close contact with school age children

Physical Abilities:

- Sufficient vision to read material with or without vision aides;
- Sufficient hearing to conduct in-person conversations with students, teachers and parents;
- Sufficient voice volume to be heard at normal conversational distances;
- Ability to stand for long periods of time;
- Physical, mental and emotional stamina to endure stressful conditions.

Employee: _____

Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Lemoore Union Elementary School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

Board Approved: May 12, 2015