

Job Description

Position: English Language Learner Program
Location: Mandaree Public School District #36

QUALIFICATIONS:

1. Teaching credentials as required for the specific assignment by the District and by the Department of Public Instruction, including, but not limited to, a state teaching certificate or license with appropriate areas of certification.
 - A. Ability to read, write, and orally communicate effectively in English and one or more other languages (as appropriate and needed).
 - B. Ability to adjust teaching style to a variety of ages, levels, and language competencies;
 - C. Knowledge of English as a Second language techniques; D. Ability to appreciate many cultures; and
 - E. Skills in working cooperatively with others; e.g., teacher assistants, other teachers, administrators, and parents.
2. Physical ability to perform the tasks of the assignment.
3. Such alternative and additions to the above qualifications as may be deemed appropriate by the Superintendent and/or the Board of Education.

PERFORMANCE RESPONSIBILITIES:

- Meets and instructs assigned classes at the designated locations and times.
- Plans and delivers instruction to meet the curriculum goals and objectives of the District, department, and/or school.
 - A. Plans and implements programs of instruction including:
 - English as a second language for students who speak no English or are deficient in English oral communication skills
 - Native language arts and content area instruction ■ Cultural enrichment
 - B. Assists classroom teachers and principals with problems that are due to language differences and in identifying resources dealing with language minority cultures.
 - C. Plans and implements ongoing training with the bilingual assistants.
 - D. Participates in an ongoing needs assessment with regard to bilingual education.
 - E. Works with other bilingual teachers in making recommendations for strengthening the total program.
 - F. Develops materials pertinent to the program
Examples:
 - Bilingual report cards and Parent Teacher Conference forms.
 - Written communications to parents in the native language
 - Dissemination of materials (brochures, flyers, etc.)
 - G. Assists with the gathering of data for necessary federal and district reports.
 - H. Serves on committees at the local and state levels which foster bilingual education.
 - I. Assists in identifying and evaluating material for the program.
 - J. Meets with appropriate curriculum personnel and regular classroom teachers to coordinate the bilingual and instructional program.
 - K. Participates regularly in staff development sessions.
 - L. Creates and maintains an appropriate classroom climate, including both the physical appearance and the affective dimension of the classroom.
 - M. Communicates high expectations through words and action.
 - N. Promotes positive students behaviors by developing and employing written discipline plan according to the guidelines of the District, department, and/or school site.

- O. Provides for the safety and well being of students and for the protection of equipment, materials and facilities.
- P. Schedules time outside the instructional day for the purpose of meeting with students and parents on issues related to student performance or conduct when requests are deemed appropriate and reasonable by the teacher and/or the teacher's supervisor.
- Q. Plans and supervises purposeful assignments for teacher assistant(s) and/or volunteers and evaluates their performance in cooperation with the appropriate administrator.
- R. Maintains and improves professional competence.
- S. Attends staff meetings and serves on staff committees as required
- T. Performs related tasks of the job.

Evaluation:

- 1. Superintendent
- 2. NDCC 15.1-15