



Job Description

Teacher -English Language Learners (ELL)

Employment Status: Full-Time

FLSA Status: Exempt

Calendar: 185 Days

Experience Required: Successful experience as an ELL Teacher is preferred.

Minimum Education Requirements: Master's Degree in a related field.

Department: Teacher.

Direct Supervisor: Building Principal.

Primary Work Location: School setting.

Certification: Proper Certificate in related field.

Job Summary: Provide support to students who may need extra instruction in English and provide instruction that is consistent and coordinated with the District instruction.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Teach ELL students from different grade levels how to read, write, speak, and understand English so they can be successful academically.
- Assist students with problems, books, and reports from other classes to assist them in learning language skills in context.
- Act as a liaison between the student, family, school, and community.
- Administer standardized tests.
- Track students progress against state standards.
- Help the student and family understand U.S. culture and social norms.
- Work with interpreters to communicate information to the family about student progress, school programs, or district events.
- Use instructional models including one-on-one, small group, or assistance within the regular classroom.
- Emphasize the concurrent development of listening, speaking, reading, and writing through authentic student-centered materials.
- Instruction in basic usage of District computer technology.
- Support of students' home cultures by connecting ELL families with school and cultural events.
- Oversee assigned out-of-classroom activities as assigned.
- Perform related work as required.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

Effective Date:



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- Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Fluency and articulation in the English language and composition.
- Human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Skills

- Strong written and oral communications and relational skills.
- Social perceptiveness and being aware of others' reactions and understanding why they react as they do.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.

Abilities

- Interpreting educational implications of evaluation results, designing interventions, and providing specially designed instruction.
- Tailor instruction plans to meet student individual needs.
- Establish and maintain effective working relationships with associates, teachers, parents, and the public.
- May be required to work outdoors for special events depending on assignment.
- Effectively welcome and embrace differences among employees and students.
- Must be able to successfully complete a background investigation.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.

Signatures / Date

Effective Date:



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Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date