



## Job Description

### Teacher- English as Second Language (ESL)

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**Employment Status:** Full-Time

**FLSA Status:** Exempt

**Calendar:** 185 Days

**Experience Required:** Prior teaching experience is preferred.

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

**Department:** Teacher.

**Direct Supervisor:** Building Principal.

**Primary Work Location:** School setting.

**Certification:** Proper certificate in related field.

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

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#### Essential Job Functions

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

- Assist students with daily lessons.
- 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.
- Monitor of LM (Language Minority) students' progress at regular intervals.
- Support of students' home cultures through comparison of cultures within the instructional framework, District-wide celebrations, school-based multicultural festivals, and educational outreach to individual classrooms.
- 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

- Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.



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- Advanced mathematics and problem solving.
- Stages of child development and behavioral management strategies.
- Fluency and articulation in the English language and composition.

#### 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.
- Interpreting educational implications of evaluation results, designing interventions, and providing specially designed instruction.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.

#### Abilities

- Establish and maintain effective working relationships with associates, teachers, parents, and the public.
- Schedule activities, meetings, and/or events.
- Gather, collate, and classify data.
- Work with data utilizing defined but different processes.
- Tailor instruction to meet each student's individual needs.
- 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.

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#### Signatures / Date

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

Effective Date:



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*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:

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date