

CARLSTADT-EAST RUTHERFORD REGIONAL BOARD OF EDUCATION

Job Description

Instruction/Curriculum

Administrative Regulations

TITLE: BILINGUAL/ESL EDUCATION TEACHER

QUALIFICATIONS:

1. Valid New Jersey Instructional Certificate and grade level and/or content area endorsement and ESL Education Endorsement or eligibility
2. Ability to maintain a positive learning environment
3. Strong interpersonal and communication skills
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Students, and when assigned, student teachers and classroom aides

JOB GOAL: To provide an approved ESL education program that fosters English proficiency, academic learning and personal growth.

PERFORMANCE RESPONSIBILITIES:

1. Works to achieve state core curriculum content standards district goals and objectives by promoting active learning in the classroom using board-adopted curriculum and other appropriate learning activities.
2. Develops lesson plans and instructional materials and provides opportunities for individualized and small group instruction in order to adapt the curriculum to the needs of each student.
3. Sets specific objectives in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
4. Participates in the assessment of the English proficiency of students whose native language is other than English; helps to identify students eligible for English as a Second Language programs or other services designed to improve English language proficiency.

5. Assesses student academic progress, English proficiency and personal growth toward stated objectives of instruction. Assesses annually to determine students ready to exit the ESL program.
6. Maintains records of students' educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
7. Identifies academic and support services needs of limited English proficient students and cooperates with other professional staff members in assessing and resolving learning problems.
8. Establishes and maintains standards of student behavior needed to achieve a classroom climate conducive to learning.
9. Budgets class time effectively.
10. Communicates with parents through conferences and other means to inform them about the school program, discuss student progress and encourage their involvement in the development and review of program objectives. Works cooperatively with the district's bilingual parent advisory committee.
11. Devises written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.
12. Supervises students in out-of-classroom activities as assigned.
13. Maintains professional competence and continuous improvement through inservice education and other professional growth activities.
14. Participates in school-level planning, faculty meetings/committees and other school system groups.
15. Makes effective use of community resources to enhance the instructional program.
16. Upholds and enforces school rules, administrative regulations and board policy.
17. Performs other duties within the scope of his/her employment and certification as may be assigned by the principal.
18. Responsible for the completion of all state mandated reports.

TERMS OF EMPLOYMENT: Work year and salary to be determined by the board.

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

APPROVED BY: Board of Education DATE: 3/10/10

REVISED: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

Legal References:

<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record; employee in regular contact with students; grounds for disqualification from employment; exception
<u>N.J.S.A.</u> 18A:6-10	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:25-2	Authority over students
<u>N.J.S.A.</u> 18A:25-4	School register; keeping
<u>N.J.S.A.</u> 18A:26-1	Citizenship of teachers, etc.
<u>N.J.S.A.</u> 18A:26-1.1	Residence requirement prohibited
<u>N.J.S.A.</u> 18A:26-2	Certificates required; exception
<u>N.J.S.A.</u> 18A:27	Employment and contracts
<u>N.J.S.A.</u> 18A:28-3	No tenure for noncitizens
<u>N.J.S.A.</u> 18A:28-5	Tenure of teaching staff members
<u>N.J.S.A.</u> 18A:28-8	Notice of intention to resign required
<u>N.J.S.A.</u> 18A:35-15 to 26	Bilingual education programs
<u>N.J.S.A.</u> 18A:37	Discipline of students
<u>N.J.A.C.</u> 6A:7	Managing for equality and equity in education
<u>N.J.A.C.</u> 6A:8	Standards and assessment
<u>N.J.A.C.</u> 6A:9	Professional licensure and standards
See particularly:	
<u>N.J.A.C.</u> 6A:9-3.3	Professional standards for teachers
<u>N.J.A.C.</u> 6A:9-5	General certification policies
<u>N.J.A.C.</u> 6A:9-8	Requirements for instructional certificate
<u>N.J.A.C.</u> 6A:9-9.2	Endorsements and authorizations
<u>N.J.A.C.</u> 6A:9-9.2 (b) 1	Bilingual/bicultural education
<u>N.J.A.C.</u> 6A:9-15	Required professional development for teachers
<u>N.J.A.C.</u> 6A:15	Bilingual education
<u>N.J.A.C.</u> 6A:16	Programs to support student development
<u>N.J.A.C.</u> 6A:32-4	Employment of teaching staff
<u>N.J.A.C.</u> 6A:32-4.4	Evaluation of tenured teaching staff members
<u>N.J.A.C.</u> 6A:32-4.5	

N.J.A.C. 6A:32-5.1
N.J.A.C. 6A:32-6
N.J.A.C. 6A:32-7

Evaluation of nontenured teaching staff members
Standards for determining seniority
School employee physical examinations
Student records

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq. .

No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et seq.