

**CARBON COUNTY SCHOOL DISTRICT ONE  
RAWLINS, WYOMING  
ESL Teacher  
Job Description**

**JOB TITLE:** ESL Teacher

**REPORTS TO:** Building Principal

**DEPARTMENT:** Certified Staff

**I. NATURE AND SCOPE OF JOB:**

The teacher's responsibility is to provide opportunities for students to be successful: promote learning by teaching those students to master the four ELP (English language proficiency) domains of reading, writing, speaking, listening; teaching those students to problem-solve, compute, find and analyze information and work cooperatively with others. The WIDA ELP standards, the school district's curriculum, standards and benchmarks, and common assessments are the focus of instruction with the ultimate goal of educating all ELL students to gain English proficiency and to be responsible, productive citizens.

**II. EXPECTATIONS:**

1. Reflect a positive attitude in accordance with the District Mission.
2. Maintain positive, supportive relationships with district personnel, parents and students.
3. Be responsible for personal attendance and punctuality.
4. Engage in further professional development through graduate level, PTSB and other approved classes.
5. Accept responsibility for the identified job description and continually strive to perform work of the highest quality.
6. Adhere to District policies.
7. Foster proficient performance by all students.
8. Take action to address and stop bullying/harassment.
9. Maintain confidentiality in all matters of the district

**I. JOB FUNCTIONS:**

**A. Essential Functions:**

1. Enable student to meet or exceed standards by use of effective teaching techniques, materials and integration of technology.
2. Develop and implement strategies for instruction based on current research which are aligned to ESL curriculum and standards and benchmarks.
3. Teach accurate up to date information

**Job Description**  
**ESL Teacher**  
**Page 2 of 3**

4. Communicate standards and benchmarks to students routinely and provide appropriate and timely feedback to students regarding their work.
5. Use effective and age appropriate techniques which promote students personal/social adjustment, positive peer relations, and decision making skills.
6. Communicate concerns and student successes with colleagues, parents, and students in a positive, timely manner.
7. Identify and evaluate all student needs on a continual basis through data analysis.
8. Support and assist, as appropriate, the administration in the implementation of policies, school improvement goals, vision, mission, and procedures of the district.
9. Assume professional responsibility, for the organization, management and progress of students under his/her authority.

**B. Non-Essential Functions:**

1. Accept other duties as assigned by principal, superintendent which are aligned to District Policy.

**IV. JOB QUALIFICATIONS**—The following qualifications are considered for each individual applicant:

**A. Knowledge, Skills and Mental Ability:**

1. Possess and continue to perfect skills, knowledge and aptitude necessary to teach/model specific course content.
2. Possess a broad general knowledge of all subject areas with specific knowledge needed in contract areas.
3. Possess knowledge of group dynamics, cultural diversity, and interpersonal skills.
4. Possess knowledge of physiological, psychological, emotional, linguistic, and educational behavioral development of children.
5. Possess appropriate classroom management and discipline skills.
6. Possess technological and computer knowledge and skills.
7. Possess ability to solve problems.

**B. Education, License, Certification or Formal Training:**

1. Possess or be a candidate for a Teaching Certificate as required by the Wyoming Professional Teaching Standards Board.
2. Complete educational courses and or requirements to meet highly qualified status and maintain certification requirements of the State.
3. Successfully pass District Bloodborne Pathogens training annually.

4. Participate in further development of skills, knowledge and aptitude necessary for specific course content.

**Job Description**  
**ESL Teacher**  
**Page 3 of 3**

**V. EQUIPMENT USED**—to include, but not be limited to:

Smart Board	Copy Machine	Calculator	Telephone/Fax
Video Camera	Computer	VCR/DVD	

(As may be required by specific course content or job assignment)

**VI. PHYSICAL DEMANDS**—In working with students directly and indirectly and when delivering instruction to students, the following physical and environmental demands need to be considered:

1. Prolonged sitting or standing.

**VII. ENVIRONMENTAL DEMANDS:**

1. Ability to spend most of the time inside classrooms with some work outside in cold/hot weather.
2. Ability to tolerate noisy working environments.
3. Able to tolerate environmental demands specifically related to and necessary for instruction and modeling for specific course content.

**Nondiscrimination Statement:**

Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, disability, political affiliation, religion, or belief in relation to admission, treatment of students, access to programs and activities, or terms and conditions of employment.

Inquiries concerning Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973 or ADA may be referred to the Civil Rights/504/ADA Coordinator, Carbon County School District One, 615 Rodeo, Rawlins, Wyoming 82301, (307) 328-9200; the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, (307) 777-6198; or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Office Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-3582, (303) 844-5695, TDD (303) 844-3417. CCSD#1 questions 504/Title IX coordinators are Debi Gaines and Traci Blaize.

5/31/95, 6/18/96, 12/12/96, 2/14/06, 03/15/07, 02/13/13