ST. HELENS SCHOOL DISTRICT #502
POSITION DESCRIPTION

TEACHER – ENGLISH SPEAKING OTHER LANGUAGES – (ESOL)

Division: Instruction
Department: ESOL
Immediate Supervisor: Director of Curriculum / Federal Programs
Date: June 2004

SUMMARY: The ESOL teacher promotes and develops successful ESOL programs. Perform related duties in accordance with District policies and terms of the teacher contract. The teacher also maintains a cooperative attitude with staff, parents, and students.

The ESOL teacher provides group and/or individual instruction for students who are identified as needing English Speaking Other Languages services, (ESOL). The ESOL teacher manages a monthly caseload, maintains regular communication with ESOL students, their parents and appropriate staff members, and is responsible for language proficiency and literacy testing as required by the District, state, and federal guidelines. The ESOL teacher supervises and develops lessons for paraprofessionals and measures student progress.

QUALIFICATIONS:

1. A minimum of a Bachelor's degree in an appropriate field of education.
2. Holds an appropriate license from Teacher Standards and Practices Commission in the State of Oregon (ESOL Endorsement).
3. Demonstrates command of oral and written English language.

SUPERVISORY RESPONSIBILITIES:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

A. The competent teacher will:
   1. Implement a variety of assessment language proficiency and literacy instruments to determine student eligibility, instructional needs, and progress
   2. Provide a variety of appropriate instructional techniques and methods
      - 2.1 Promote high levels of achievement in relation to individual abilities
      - 2.2 Use techniques and methodologies appropriate to students abilities
      - 2.3 Utilize current and relevant subject matter to teach English language development
   3. Demonstrate knowledge of and ability to use research-based principles of effective instruction
      - 3.1 Organize instruction using learning objectives with clearly defined student outcomes
      - 3.2 Employ teaching strategies congruent with planned student outcomes
      - 3.3 Select teaching strategies emphasizing student involvement
      - 3.4 Monitor student learning and pace instruction accordingly
   4. Develop and maintain a classroom environment conducive to effective student learning
      - 4.1 Develop written rules of classroom behavior and communicate those rules to all students
      - 4.2 Enforce written rules for classroom behavior
      - 4.3 Communicate goals and academic expectations to students and parents
      - 4.4 Provide for the health and safety of students in all instructional settings
   5. Prepare effectively for class
      - 5.1 Prepare daily lesson plans
      - 5.2 Provide instruction based on District ESOL and content standards
   6. Develop and communicate appropriate progress grading standards to students
      - 6.1 Establish written grading standards that are clear and incorporate a variety of graded activities

6.2 Assure that grading standards are explained, understood by the students and available to parents
6.3 Provide for communication in the parent's home language when necessary

7. Develop and maintain positive interpersonal relationships
   7.1 Model personal behaviors of honesty, fairness, courtesy and consideration
   7.2 Maintain a cooperative relationship with administration, staff, students and parents
   7.3 Communicate with parents, staff members, and students
   7.4 Instruct and direct assigned instructional assistants to maximize delivery of instructional services
8. Provide documentation of student progress
   8.1 Provide timely and accurate feedback/documentation to students, parents, and appropriate staff members
   8.2 Maintain appropriate records of student performance
   8.3 Assign and check homework and provide feedback, when appropriate
   8.4 Keep parents and teachers informed through frequent written and oral communication
   8.5 Modify and monitor ESOL placement and transition, services as appropriate
9. Build motivation and interest in learning
   9.1. Exhibit personal interest and encourage student interest in the subject area
   9.2 Maintain a current awareness of literature/activities in reading
10. Maintain an ongoing personal program of professional growth and development
   10.1 Develop and implement annually an approved plan for professional growth and development
   10.2 Identify and request to attend professional workshop activities intended to increase the teacher's instructional effectiveness
   10.3 Participate in District sponsored inservice offerings appropriate to assignment
11. Act as an instructional leader in the area of ESOL
   11.1 Coordinate and develop the ESOL programs in the school based on guidelines established by the District and state and federal government
   11.2 Complete monthly caseload reports and required program paper work by the specified time-lines
   11.3 Provide information to teachers about best practices in the area of ESOL
   11.4 Assistant mainstream teachers in using second language instructional strategies in the classroom
   11.5 Help develop inservices and learning opportunities for teachers and instructional assistants
   11.6 Plan activities for ESOL parent's involvement in the school
12. Perform other related duties as assigned by the principal and/or superintendent
   12.1 Perform duties in accordance with District policy and terms set forth in the negotiated agreement
   12.2 Assist in the enforcement of school and District rules and policies
   12.3 Assume a share of responsibilities for non-classroom student activities within the assigned workday

SALARY: As negotiated in the SHEA agreement.

EVALUATION: In accordance with negotiated SHEA agreement and district policy.

PHYSICAL DEMANDS & WORK ENVIRONMENT WHICH MAY INCLUDE:

1. In an eight-hour day the employee may:
    a. Stand/walk 3 – 6 hours
    b. Sit 2 – 4 hours
2. The teacher may occasionally:
    a. Bend/kneel/squat/reach
    b. Climb Stairs or ladders
    c. Use hands for repetitive motions
    d. Lift and hold items to forty pounds

OTHER: *The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*

I have read and understand the above requirements of the job description.

Employee Signature _____ **Date**_____

Employee Name (Print) _____