



TEACHER

TEACHER (ENGLISH LANGUAGE DEVELOPMENT - ELEMENTARY)

JOB DESCRIPTION

JOB TITLE: Teacher - English Language Dev. (Elementary)
REPORTS TO: Campus Principal
LOCATION: Assigned Building

FLSA STATUS: Exempt
PAY GRADE: TCH
DAYS: 188
JOB ID & DATE: TCH-05 | October, 2023

JOB PURPOSE SUMMARY

The Elementary ELD Teacher is responsible for providing English Language Development instruction to elementary students, particularly those whose primary language is not English. This role requires strong communication skills, cultural sensitivity, and the ability to support students in their language acquisition and academic progress.

REQUIREMENTS

Education Level Details

Bachelor's degree from an accredited college or university; or
Bachelor's degree in Education, ESL, or a related field (Master's degree preferred).

License / Certification Required

Valid Colorado teaching license with endorsements in English as a Second Language (ESL) or English Language Development (ELD).

Work Experience Required

One year residency, student teaching, or classroom experience preferred

Other Skills and Abilities Required

Knowledge of core academic subject assigned
Knowledgeable of state curriculum standards
Bilingual Endorsement preferred
Regular attendance is essential

EVALUATION

Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of professional personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

INSTRUCTIONAL STRATEGIES

- Develop and implement lesson plans that fulfill the requirements of the district's curriculum program and show written evidence of preparation as required. Prepare lessons that reflect accommodations for differences in individual students. Design instructional activities which enhance the objectives and which reflect an interdisciplinary/thematic approach to teaching.
- Plan and use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the learning styles and needs of students assigned

and present subject matter according to guidelines established by the district, board policies, and administrative regulations.

- Conduct assessment of student learning styles and use results to plan instructional activities.
- Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
- Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
- Uses technology to strengthen the teaching/learning process
- Plan and assign work to instructional aide(s) and volunteer(s) and oversee completion.

ENGLISH LANGUAGE DEVELOPMENT

- Provide targeted English Language Development instruction to students, both individually and in small groups, using appropriate instructional strategies and materials.
- Administer language proficiency assessments to determine students' English language proficiency levels and track their progress over time.
- Develop or adapt curriculum materials and resources to meet the specific language learning needs of students, aligning with state and district standards.
- Collaborate with classroom teachers and other school staff to support ELD integration in the general curriculum and ensure that ELD instruction is aligned with classroom instruction.
- Create and implement individualized learning plans for linguistically gifted students, focusing on improving their language skills and content knowledge.
- Maintain regular communication with parents or guardians of linguistically gifted students (LGS) students to provide updates on their child's progress and strategies for supporting language development at home.
- Analyze assessment data to inform instruction and make data-driven decisions for the benefit of students.
- Foster a culturally responsive classroom environment, celebrating the diverse backgrounds and experiences of LGS students.

STUDENT GROWTH AND DEVELOPMENT

- Showcase the academic performance of students.
- Conduct ongoing assessment of student achievement through formal and informal testing.
- Be a positive role model for students; support the mission of the school district.

CLASSROOM MANAGEMENT AND ORGANIZATION

- Create classroom environments conducive to learning and appropriate for the physical, social, and emotional development of students.
- Manage student behavior in accordance with the Student Code of Conduct / student handbook.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

COMMUNICATIONS

- Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

PROFESSIONAL GROWTH AND DEVELOPMENT

- Participate in staff development activities to improve job-related skills.
- Comply with the Colorado Department of Education, district, and school regulations and policies for classroom teachers.
- Attend and participate in faculty meetings and serve on staff committees as required.
- Assist in selecting books, equipment, and other instructional materials.
- Compile, maintain, and file all reports, records, and other documents required.

POLICY, REPORTS AND LAW

- Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
- Comply with all district and campus routines and regulations.
- Perform other duties as assigned by the building principal and the Superintendent of Schools.

BUDGET RESPONSIBILITIES

- Compile and maintain records of instructional materials and supplies.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or

move up to 40 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment including classrooms, cafeterias, hallways, playgrounds, gyms, and other spaces accessible to students. The Employee may be required to work from a remote location in the event of a district shut-down or other event.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: _____

Employee ID Number: _____

Signature: _____

Date: _____