

**MIDWESTERN INTERMEDIATE UNIT IV**

**Title:** ESL Teacher/Educational Consultant (English)

**Date:** June 22, 2022

**Reports to:** Director of Curriculum, Instruction, and Assessment

**Approved by:** Board of Directors

**Job Summary:** An ESL Teacher is responsible for planning, organizing and implementing an instructional program for English language learners to develop their English skills and thrive alongside their English dominant peers.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

**Essential Job Duties:**

1. Develop weekly lesson plans.
2. Deliver instruction utilizing appropriate resources, equipment, materials, technology, and instructional strategies.
3. Provide differentiated instruction based on the student's individual level of learning.
4. Administer appropriate and required informal and formal assessments based on student needs and State regulations.
5. Maintain appropriate records of attendance and pupil progress.
6. Develop and maintain a classroom environment conducive to effective learning.
7. Keep abreast of new developments in the field.
8. Design and implement specific professional and curriculum development programs.
9. Facilitate the implementation of best practices at district wide, building, and classroom levels.
10. Facilitate teams using data based, decision making models.
11. Participate and/or lead committees, teams, and projects.
12. Perform other duties as assigned by the Director of Curriculum, Instruction, and Assessment.

**QUALIFICATIONS:**

- Master's Degree required

- Instructional I or Instructional II English certification required
- Program Specialist ESL Certificate required
- Valid driver's license
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

**PHYSICAL DEMANDS:**

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Some stooping, kneeling, bending, and twisting of the body
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to stand, walk, or move throughout the classroom for extended periods of time
- Ability to perform all aspects of the Safety Training

**SENSORY ABILITIES:**

- Visual acuity
- Auditory acuity

**WORK ENVIRONMENT:**

- Typical office environment
- Subject to inside environmental conditions

**TEMPERAMENT:**

- Must possess excellent interpersonal skills
- Must be able to work in an environment with frequent interruptions
- Able to make judgments and work under high level of stress

**COGNITIVE ABILITY:**

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

**SPECIFIC SKILLS:**

- Must possess computer skills
- Ability to operate various technology equipment
- Ability to operate various office equipment
- Must appropriately handle confidential information

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)