



## INSTITUTION OVERVIEW

**HISTORY:** Founded in 1909 by the Sisters of St. Dominic from Newburgh, NY, the teachers and staff at Immaculata have long served students from many backgrounds and of various faiths from the Durham community and beyond. The Sisters believed that a Catholic education that demands academic excellence should be available to any family who sought such a foundation. More than a century later, Immaculata continues its legacy by educating students with the same focus and mission.

**MISSION:** The mission of the Immaculata Catholic School family is to build a community of learning under the patronage of Mary, the mother of Jesus. Relying on Gospel teachings and values, we view learning as a lifelong endeavor to grow spiritually, intellectually, socially, aesthetically, and physically. We commit to live as disciples of Jesus Christ and to be responsible citizens of the world.

**ROOT BELIEFS:** Immaculata operates on the following root beliefs:

- Every person is a beloved and unique child of God.
- Our diversity strengthens and unites us.
- God is present in all that we do.
- Like a family, ICS is a safe, loving and supportive place.
- Everyone can learn, and we are learning all the time.

**CORE VALUES:** IMMACULATA WAY OF LIFE (RISE)

Character development, faith formation, and academic excellence are inseparable at Immaculata Catholic School. All members of the Immaculata community are expected to embrace the following governing principles which promote our way of life:

- **Respect** God, self, and others. Recognize that every person has worth and act accordingly. Treat all people and all life with dignity.
- Be a person of **Integrity**. Always tell the truth and be responsible for your thoughts and actions.
- Live a life of **Service**. Ask, "What can I do for others?" Strive to use your gifts to make the world better for everyone.
- Produce **Exemplary** work. Show that you care for God, yourself, and others by consistently doing your best.

# JOB DESCRIPTION

## **Position: ELL and Resource Teacher K-8**

Immaculata Catholic School is seeking a part-time ELL and Resource Teacher for the 2024-2025 school year.

Our ELL teacher will provide ELL instruction for students in need of additional support due to language learning needs, providing progress monitoring for all students regularly until ELL support is no longer needed. The ELL teacher will provide students in need of extra support with learning activities and experiences designed to help students fulfill their potential for intellectual, emotional, physical, and social growth. The ELL teacher will also collaborate with homeroom or subject area teachers to develop or modify curricula and prepare lessons and other instructional materials to student ability levels. ELL lessons may be delivered through push-in or pull-out, per the discretion of the resource team.

The ELL teacher will report directly to the Dean of Academics and collaborate with both the Dean, the resource team, and teachers to manage the ELL caseload and provide support for students as needed and at the direct of the Dean.

Ideal candidates will be comfortable in a highly collaborative, professionally challenging environment, and they will be experts in ELL methodology and progress monitoring.

## **Key Responsibilities / Day-to-Day Job Functions**

### Instructional Strategies

- Collaborate with students, parents, and other members of staff to develop IRP/support plans through the RTI/MTSS process for each student assigned.
- Implement an instructional, therapeutic, or skill development program for assigned students and show written evidence of preparation as required.
- Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
- Work cooperatively with classroom teachers to modify regular curricula as needed and assist special education students in regular classes with assignments.
- Participate in resource committee meetings on a regular basis.
- Conduct assessment of student learning styles and use results to plan for instructional activities.
- Present subject matter according to guidelines established by support plans or at direction of dean.

- Employ a variety of instructional techniques and media to meet the needs and capabilities of each student assigned.
- Plan and supervise assignments for general education teachers and teacher aide(s).
- Conduct ongoing assessments of student achievement through formal and informal testing.
- Be a positive role model for students; support mission of school and diocese.
- Create a classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Consult with classroom teachers regarding management of student behavior according to service plans.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Assist in selection of books, equipment, and other instructional materials as required.

## Communication

- Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
- Maintain a professional relationship with colleagues, students, parents, and community members.
- Use effective communication skills to present information accurately and clearly.
- Participate in staff development activities to improve job-related skills.
- Keep informed of and comply with federal, state, district, and school regulations and policies for special education teachers.
- Compile, maintain, and file all physical and computerized reports, records, and other documents required.
- Attend and participate in faculty meetings and serve on staff committees as required.
- Maintain confidentiality.

## Minimum Requirements

- Minimum level of Education:
  - Bachelor's Degree
  - ELL Teaching Certification
- Licensure: NC Teaching License
  - + ELL/ESL Licensure or Certification
- Minimum amount of Work Experience: 3 years
- Years of related work experience: 3 years
- Area of related work experience:
  - Reading Specialist Experience in K-12 education
  - Special Education/ELL Education

## Preferred Qualifications

- Advanced Degree in Special / Exceptional Education
- Certification in Reading and Literacy
- Spanish Language Proficiency

**Job Type:** Part-time; 8-16 hours per week

**Salary:** Salary commensurate with education and experience.

## Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee discount
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Vision insurance

**Schedule:** Monday to Friday

**Education:** Bachelor's (Required)

**Experience:** Special Education: 2 years (Preferred)

**Work Location:** In person