

JOB TITLE: English as Second Language (ESL) Teacher

QUALIFICATIONS:

1. Bachelor of Science or Bachelor of Arts Degree
2. Appropriate Missouri Teaching Certificate
3. ESL Teaching Certificate
4. Pass a background check

REPORTS TO: Director of Special Services

JOB GOAL: To increase student's ability to speak the English language

PERFORMANCE RESPONSIBILITIES:

1. Instruct conversational English, and ideas and customs in English to student with limited English proficiency.
2. Maintain a classroom environment that facilitates English Language Development
3. Teaches one or more subjects including, but not limited to reading, mathematics, and language arts.
4. Provides classroom instruction in the areas of basic education subjects including career planning, social adjustment, and general life/skills knowledge.
5. Maintains records including testing, daily work, attendance and general record keeping
6. Evaluates and maintains student's academic progress
7. Supervises ESL interpreters.
8. Provides individual tutoring.
9. Attends all meetings assigned by Director of Special Services and Building Principal.
10. Maintains confidentiality and non-judgmental views of children and families served.
11. Assumes other responsibilities assigned by the superintendent.

TERMS OF EMPLOYMENT: 9.25 months. Salary to be determined according to the current salary schedule as established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluations of Professional Personnel.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(ESL Teacher)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Director of Special Services)