

ELL Teacher

Reports to: Principal

Purpose:

The purpose of this position is to provide a clear, consistent structure for the classroom that ensures that the academic, social, and emotional needs of each student are met within the guidelines of ESL instruction.

Responsibility:

- Plan, prepare, & teach literacy and language skill lessons to ELLs utilizing the Leveled Literacy Intervention (12 out of 20 days per month)
 - Collect progress monitoring data bi-weekly (running records)
 - Record data on student record
 - Record attendance on intervention log
 - Sharing data with ELL cluster classroom teachers during collaboration time prior to the monthly grade level team meeting
- Plan professional learning for staff who work with ELLs
 - Facilitate a monthly PLC with all staff working with ELLs (1/20 DPM)
 - Model the monthly language objective & character education theme in the ELL cluster classrooms once per month (3/20 DPM)
 - Collaborate and consult with the ELL cluster classroom teachers once per week around the monthly language objective & character education theme (4/20 DPM)
 - Assist in designing and producing teaching materials and adapting existing materials
- Collect and record assessment data
 - Administer IDEA (Oral language & Writing proficiency) fall and spring (2 weeks in September & 2 weeks in May)
 - Administer MN State Assessments: SOLOM & TEAE in March (7 days)
 - Compile a summary of ELL literacy and language proficiency data fall and spring (school & state assessments)
 - Update ELL student files fall & spring
- Participate in professional learning activities
 - Attend annual MN Bilingual Conference (MN Department of Education) & TESOL Conference
 - Participate in UA's weekly professional learning sessions (LC class, PLC, PBIS, etc.)
 - Participate in monthly/bi-monthly literacy coaching sessions with UA's literacy coach
 - Participate in at least two mentoring/planning/coaching sessions with Urban Academy's ELL consultant
- Communicate and develop relationships with the ELL parents
 - Organize and hold an annual ELL parent night
 - Visit all ELL homes annually
 - Communicate language objective through monthly school news letter
 - Attend student conferences
- Train, direct, & coach the ELL paraprofessional

Job Requirements:

- Current Minnesota Education Credential
- Three or more years experience in teaching ESL
- Ability to facilitate the group process, supervise people and work effectively with a team
- A positive, adaptable, flexible, and high-energy person that can guide our students' transition to a less restrict environment
- Effective organizational skills
- Effective oral and written communication skills
- Valid Minnesota Drivers License

To apply for this position:

To apply for this position, Please submit:

(1) cover letter telling why you are a good fit for our school community and why you desire this opportunity,

(2) your resume,

(3) copy of current MN license(s)

(4) 3 professional references with contact information to Dr. Elizabeth Sommerville

(lsommerville@urbanacademymn.org). Please note that submission of all documents is required. **Incomplete submissions will not be considered.**

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