

**ST. MARY'S COUNTY PUBLIC SCHOOLS
EXEMPT CERTIFICATED POSITION DESCRIPTION**

ESOL SCHOOL TEACHER

POSITION: ESOL School Teacher

REPORTS TO: Site Administrator/Supervisor

LOCATION: Various Locations

NATURE OF WORK:

This is a professional position to meet the instructional goals of the school and school system by delivering instructional programs effectively to ensure student achievement.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public Schools
- Ability to direct and evaluate student learning experiences
- Ability to provide guidance to students to promote education development and welfare
- Ability to communicate clearly with students whose first language is not English
- Demonstrate interest in and ability to work with culturally and linguistically diverse populations
- Ability to plan and coordinate the instructional program in accordance with the current curricula.

DUTIES AND RESPONSIBILITIES:

- Prepares and instructs students in listening, speaking, reading, and writing skills in English
- Provides and assists in the assessment of students, including state mandated testing
- Prepares progress reports for students on report cards and interim reports
- Assists in activities planned for and with parents, to include translation of home/school communication on an as-needed basis and at events such as open house, orientation, school meetings, and conferences
- Provides care and protection of school property
- Supervises student activity on school property
- Participates in collaborative planning with school-based staff
- Attends, as necessary, workshops and in-service training session
- Facilitates, and at times, presents, to school staff on discipline specific topics

- Participates in curriculum writing that aligns English language instruction with content standards
- In collaboration with content teachers, assesses and monitors students' English language development, analyzing the language demands of classroom tasks
- Assists content teachers with differentiating the language functions of unit plans and daily lessons to meet the needs of students with varying levels of English proficiency
- Performs other related and nonrelated job duties as assigned

QUALIFICATIONS:

Required:

- Bachelor's degree

Preferred:

- Eligibility for professional certification/licensure of the appropriate grade and or content

TERM OF EMPLOYMENT:

Full-time ten-month position.

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on EASMC Teacher Career Ladder for ten-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC

Updated: 07.2024, 05.2025