



Job Title: Teacher of English for Speakers of Other Languages (ESOL)

Supervisor ESOL Coordinator

Terms of Employment: 190 days

Job Summary:

This teaching position provides instruction, support, and related services to English Speakers of Other Languages (ESOL) with continuous supervision and positive interactions consistent to federal, state and district guidelines. As an ESOL teacher, the employee works with the student's regular classroom teachers to consult, coordinate, and monitor the student's progress and academic needs to ensure the success of the ESOL student in daily course requirements and to build a foundation for success in the total school program. ESOL teachers are responsible for screening, teaching, monitoring, entering/maintaining student information, and reporting student progress. In addition, the ESOL teacher collaborates with administrators, counselors, teachers, and other school staff on behalf of the ESOL students; serves as a resource for information regarding ESOL instruction, and functions as a liaison between school, parents, and community.

K-12 ESOL teachers must be willing to travel among schools and teach at the assigned grade level.

Note: Teacher assignments may vary due to district needs.

Skills:

Requires demonstration of strong collaborative, teaching, coaching, and leadership skills. Must be able to work in a team setting; use problem solving skills to support student success; apply service-related people skills; demonstrate verbal and written communication skills; utilize organizational skills to balance demands of a multi-tasking position; and perform data analysis. Requires excellent attention to detail and follow through to meet school, district, and state requirements. ESOL teachers must maintain significant confidentiality responsibilities due to student and staff issues, resource management, and program evaluation responsibilities.

Essential Duties:

1. Screens Home Language Surveys, conducts assessment of student eligibility for the ESOL program and administers the approved screener to determine initial English proficiency.
2. Notifies administration and parents of student's entry into ESOL program, progress, release from ESOL program; and test results.
3. Establishes and maintains an instructional plan for ESOL students including both long-term goals and short-term objectives. Demonstrates knowledge of second-language acquisition and ESOL



pedagogy while transitioning ESOL students through the stages of academic language and cultural skills acquisition.

4. Creates an effective, language-rich classroom environment that is conducive to learning and appropriate to the maturity, interest, and abilities of students, and provides both social and emotional support for English Language Learners.
5. Provides direct individual, small group, or whole group instruction designed to meet the needs of each student. Employs a variety of instructional techniques and teaching strategies to meet different aptitudes and interests of students, including current technology and whole-group/small group or individual learning.
6. Prepares for classes and shows written evidence of preparation for class upon request of immediate supervisors.
7. Administers the designated yearly assessment to ESOL students to assess their current levels of proficiency with the English language and to determine the level of ESOL Services they should receive.
8. Consults and collaborates with regular classroom teachers regarding specific needs of ESOL students in their respective classrooms and determine appropriate modifications for ESOL students.
9. Assists with standardized testing by implementing appropriate accommodations for ESOL students.
10. Communicates effectively with parents using a variety of resources.
11. Maintains accurate and complete records as required by the law, District policy and administrative regulation.
12. Attends District meetings and serves on District/State committees as required. Participates in in-service and staff development activities and staff meetings as required or assigned.
13. Attends established traditional school-sponsored activities (i.e, back-to-school night, open house, and other activities customarily attended by classroom teachers and/or faculty members).
14. Attends or provides appropriate information for IEP, Section 504, or other related meetings necessary for student assessment and/or compliance with federal and/or state law.
15. Provides professional development as necessary to school staff.
16. Supervise assigned support staff if applicable.



Other Duties:

Performs any other related duties as assigned by the Principal or other appropriate administrator.

Job Specifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. Teacher Certification as required by the SC Department of Education in assigned area.
2. ESOL Certification recommended
3. Demonstrated aptitude (i.e., good grasp of spoken and written languages, positive attitude and sensitivity to the needs of students with diverse ethnic, cultural, educational, and economic backgrounds, knowledge of needs and development of ESOL student) for the work to be performed.
4. Knowledge of WIDA ELP Standards and SIOP preferred.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds;
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- Ability to sit and stand for extended periods of time;
- Manual dexterity for the purpose of using a telephone and data entry;
- Read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.



Work Environment:

The work environment characteristics described here are representative of those an employee encounters while **performing** the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be conducted in work-related community settings and/or occasionally performed on study trips away from the school.

Pay Grade: Teacher Pay Scale

Please click [here](#) for salary scales.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.

Revised 10-20-2025