

Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: TEACHER – ENGLISH LANGUAGE LEARNER

Classification:	Certificated	Work Year:	Teacher Contract
Department:	Educational Services	Board Approval:	11/04/1999
Reports To:	Assistant Superintendent – Educational Services	Format Revision:	11/20/2009
Salary Range:	Teacher Salary Schedule		

BASIC FUNCTION:

To provide English Language Development, content-based English Language Development or Specially Designed Academic Instruction in English (SDAIE) that will enable the student to progress through the District's core curriculum successfully. To facilitate mainstreaming with student in general education classrooms. To serve as a liaison between the school community and the students' families.

REPRESENTATIVE DUTIES:

- Collaborate with principal, other classroom teachers and support personnel to develop an effective program for English Language Learners.
- Design instructional program for students based on identified needs.
- Implement the curriculum and develop materials.
- Assist in the evaluation of the program, monitor program goals, objectives and activities, in coordination with the principal and Educational Services Department.
- Coordinate EL services and EL requirements at the site, with the district, and at other sites.
- Collaborate with the Coordinator of Special Programs and the Educational Services Department to ensure that the program goals for EL students are met.
- Use instructional strategies that are appropriate to the level of English language proficiency of the student.
- Present demonstration lessons, coach teachers and participate in classroom observations.
- Provide identified students with tutoring and/or in-class assistance to meet their education goals.
- Make available a wide range of teaching materials and equipment, including reading and math materials at many levels, instructional strategies, and resource materials. Use those specific teaching strategies that will prove most effective with each individual student.
- Work closely with classroom teachers to help students maintain satisfactory class work.
- Keep abreast of new developments in the field by reading journals and publications, attending seminars and discussing issues of mutual interest with others in the field.
- Serve as a liaison between the school community and the students' families.
- Encourage students and their families to preserve and appreciate their culture.
- Provide training to parents of English Language Learners in areas designated to improve the performance of their children.
- Participate in, and contribute to teacher/parent conferences about students.
- Coordinate and participate in the school EL and/or other EL parent advisory committees.
- Create an environment conducive to the development of English language skills, and promote success in the core curriculum.
- Provide supervision for English Language Learner instructional aides.
- Maintain student records of progress, achievement and attendance.
- Establish and maintain standards of individual student behavior.
- Perform basic attendance accounting and similar record-keeping functions pertinent to the program.
- Assist staff in developing learning activities using materials appropriate for meeting the needs of English Language Learners.
- Assist staff in restructuring learning activities within the classroom based on identified student needs.
- Provide staff development in such areas as English Language Development (ELD), Specially Designed Academic Instruction in English (SDAIE), parent training, EL identification and assessment.
- Coordinate the identification and assessment process for students who have a primary language other than English.
- Perform other duties as may be assigned.

LICENSES AND OTHER REQUIREMENTS:

- Multiple Subject or Single Subject Teaching Credential with BCLAD emphasis
- Multiple Subject Credential or Single Subject Teaching Credential with Bilingual Certificate of Competency or Language Development Specialist Certificate or Crosscultural Language and Academic Development (CLAD) Certificate or equivalent

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Current curriculum and instructional practices;
- Oral and written communication skills;
- Assessment practices in primary and secondary languages;
- Laws and regulations relating to English Language Learners.

ABILITY TO:

- Plan, organize and direct instructional activities for English Language Learners;
- Provide training and coaching of instructional strategies for English Language Learners;
- Work effectively with staff, students, and parents;
- Plan and coordinate the work of support staff;
- Analyze assessment data.

WORKING CONDITIONS:

PHYSICAL ABILITIES:

- Significant physical abilities include lifting/carrying, reaching/handling, talking/hearing conversations, and near/far visual acuity/depth perception/accommodation/field of vision.