

CERTIFIED STAFF JOB DESCRIPTION

ELL (English Language Learner) Teacher

Reports to: Executive Director of Special Services

General Summary: To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women.

Essential Functions:

- 1) Acts as the responsible agent for the direct instruction of students and is knowledgeable of the subject(s) they are assigned to teach.
- 2) Assesses student's knowledge of English language on an annual basis and provides guidance to teachers, counselors, and administration regarding instructional needs of students.
- 3) Communicates, collaborates, and cooperates with colleagues, supervisors, and students.
- 4) Teaches district/state approved curriculum.
- 5) Meets and instructs assigned classes in the locations and times designated.
- 6) Plans a program of study that meets the individual needs, interests, and abilities of the students.
- 7) Creates a classroom environment that is conducive to learning.
- 8) Encourages students to set and maintain high standard of classroom behavior.
- 9) Guides the learning process toward achievement of curriculum goals.
- 10) Diagnoses the learning style of students.
- 11) Evaluates student's academic and social growth, keeps appropriate records, and prepares progress reports.
- 12) Is available to student, classroom teachers, and parents for education-related purposes outside the instructional day.
- 13) Maintains clear and up-to-date written lesson plans. Able to show written evidence of preparation upon request of immediate supervisor.
- 14) Conducts assigned activities from the administration in conformity with the approved policies of the Board of Education, the regulations of DESE, and State and Federal Law.
- 15) Assesses the accomplishments of students on a regular basis and provides progress reports as required. Maintains confidentiality and non-judgmental views of children and families served.
- 16) Continues professional growth through participation in developmental opportunities.
- 17) Participates in curriculum improvement and development and revision of course outlines for the classes he/she teaches.
- 18) Attends staff meetings and serves on staff committees as required.
- 19) Participates cooperatively with the Principal in performance evaluations as stated in the district's policies/procedures.
- 20) Supports and implements strategies that enhance student performance on local, state, and federal assessments.
- 21) Performs other duties as assigned by Executive Director of Special Services or Superintendent.

Qualifications:

1. **Education level** – Bachelor's degree.
2. **Certification or Licensure** – Appropriate and current Missouri Teaching Certificate with Bilingual/ESL Endorsement.
3. **Other requirements** – Must successfully pass a background check and drug test that are satisfactory to the Board of Education. Understand and support the District's Comprehensive School Improvement Plan. Excellent organizational skills, oral and written skills, time management, and telephone skills. Computer knowledge and assistive technology.
4. **Physical Requirements/Environmental Conditions:** Requires prolonged sitting and standing; requires stooping, bending, reaching and lifting; requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials; must work in stressful and hectic environments; requires the ability to handle multiple tasks with frequent interruptions; may require some travel; requires physical and emotional endurance; must be able to work long and irregular hours; and requires regular and consistent attendance and physical presence at the job.

Evaluated By: Executive Director of Special Services

Length of Contract: 184 days

Type of Position: Exempt

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the superintendent.

Board Approved: 5-11-17