

English Language Learner Program
School District Job Description

POSITION: ELL Teacher

LOCATION: TBD

SUMMARY:

Missouri certification in ESL – The teacher will work within an inclusion model, co-plan and co-teach with classroom teachers. Be flexible and adaptable. The teacher may work at several schools. Spanish-speaking candidates preferable.

MINIMUM QUALIFICATIONS:

- Eligibility for Missouri State Department of Education certification in ESL (English as a Second Language)
- Meet highly qualified teacher status.
- Understanding the goals of Pleasant Hill R-III School District and a commitment to their achievement.
- Positive interpersonal and communication skills with students, staff, and parents.
- Understanding of the teaching/learning/assessment process.
- Knowledge of materials in field of specialization.
- Knowledge and use of technology for instruction.
- Excellent oral and written communications and human relations skills.
- Knowledge of current research and its application in field of specialization.
- Supervises ESL Paraprofessional.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Strives to implement by instruction and action the district's mission statement.
- Plans a program for students that meets the needs and interests of individuals to ensure success for every student and where students meet adequate yearly progress.
- Meets and instructs assigned classes and provides supervision at locations and times designated.

Acknowledged _____

Date _____

- Prepares, administers, and corrects tests; records results, and uses results to adjust (inform) instruction.
- Counsels students when academic and other issues require it.
- Creates a classroom environment that provides for students involvement in the learning process and enables each student to achieve learning objectives.
- Provides an instructional program to meet the needs of all students, including students with disabilities, with attention to the diversity of student learning styles (if needed).
- Prepares for classes assigned, and shows written evidence of preparation (lesson plans).
- Plans for and utilizes instructional methods, resources, and evaluation techniques which motivate and enable each student to achieve learning objectives.
- Maintains accurate and complete records as required by law, district policy, and administrative regulation.
- Assists the administration in implementing all policies and rules governing student life and conduct and, for the classroom, develops reasonable rules for classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Establishes relationships with colleagues, students, parents, and community which reflect recognition of and respect for every individual.
- Confers with parents and students regarding progress/problems of students; arranges and participates in teacher-parent or teacher-student conferences, as necessary.
- Plans and supervises purposeful assignments for instructional assistants and volunteers.
- Takes all necessary and safety precautions to protect students, equipment, materials, and facilities.
- Shares responsibility for the success of the total school program.
- Demonstrate courteous and professional treatment of all students, parents, and employees of Pleasant Hill R-III School District.
- Evaluates students for ESL Program upon enrollment in District.
- Gives and/or coordinates District / State testing for ESL students.

SUPERVISORY RESPONSIBILITIES:

Supervises ESL students enrolled in Pleasant Hill R-III School District.

EDUCATION and/or EXPERIENCE:

Bachelor's Degree in ESL

Acknowledged _____

Date _____

CERTIFICATES, LICENSES, REGISTRATIONS:

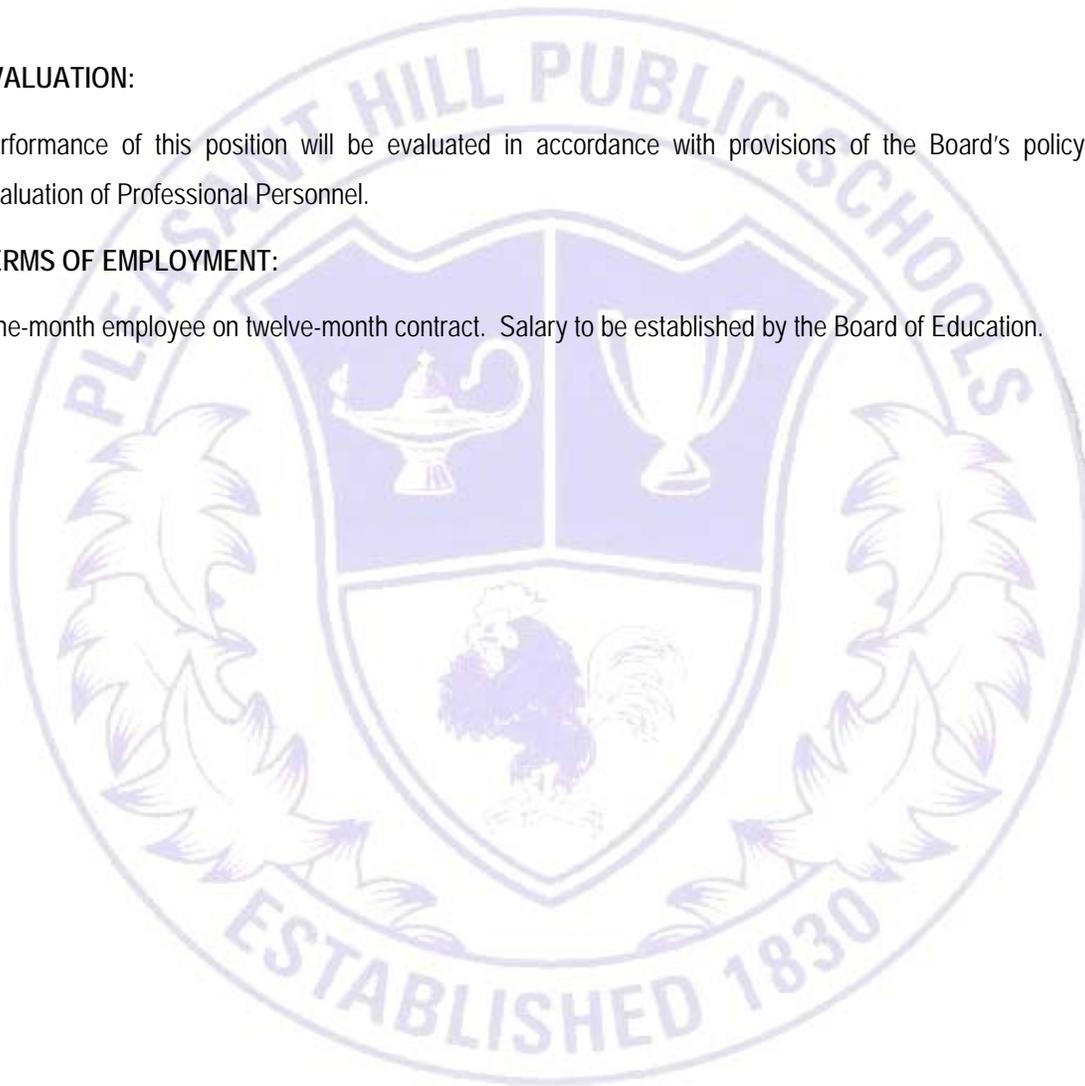
Must receive a one-week training/certificate initial from the Parents as Teacher National Institute in St. Louis, MO. Every year after initial job Parent Educator must receive 10 hours of training yearly from area Parents as Teachers in services.

EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board's policy of Evaluation of Professional Personnel.

TERMS OF EMPLOYMENT:

Nine-month employee on twelve-month contract. Salary to be established by the Board of Education.



Acknowledged _____

Date _____