



Job Description – ESL Teacher

Department: Academics

Job Status: Full time

FLSA Status: Exempt

Reports To: Principal

Work Days: 187

POSITION SUMMARY

ESL Teacher also known as English as a second language teacher is required to teach students whose first language is not English. Teachers also conduct workshops for groups as well as individual students. They are required to prepare study syllabus and curriculum for these students. ESL Teachers need to assess the student's knowledge and divide them into group and provide them lessons accordingly.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Establish and enforce rules for behavior and procedures for maintaining order among students.
- Adapt teaching methods and instructional materials to meet students' varying needs and interests.
- Instruct through lectures, discussions, and demonstrations in one or more subjects, such as English, mathematics, or social studies.

- Prepare, administer, and grade tests and assignments to evaluate students' progress.
- Establish clear objectives for all lessons, units, and projects, and communicate these objectives to students.
- Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
- Maintain accurate, complete, and correct student records as required by laws, district policies, and administrative regulations.
- Observe and evaluate students' performance, behavior, social development, and physical health.
- Prepare materials and classrooms for class activities.
- Assign lessons and correct homework.
- Enforce all administration policies and rules governing students.
- Confer with parents or guardians, other teachers, counselors, and administrators to resolve students' behavioral and academic problems.
- Prepare students for later grades by encouraging them to explore learning opportunities and to persevere with challenging tasks.
- Prepare objectives and outlines for courses of study, following curriculum guidelines or requirements of states and schools.
- Meet with parents and guardians to discuss their children's progress, and to determine their priorities for their children and their resource needs.
- Guide and counsel students with adjustment or academic problems, or special academic interests.
- Meet with other professionals to discuss individual students' needs and progress.
- Prepare and implement remedial programs for students requiring extra help.
- Prepare for assigned classes and show written evidence of preparation upon request of immediate supervisors.

- Use computers, audio-visual aids, and other equipment and materials to supplement presentations.
- Instruct and monitor students in the use and care of equipment and materials to prevent injury and damage.
- Prepare reports on students and activities as required by administration.
- Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.
- Collaborate with other teachers and administrators in the development, evaluation, and revision of middle school programs.
- Attend professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence.
- Perform administrative duties such as assisting in school libraries, hall and cafeteria monitoring, and bus loading and unloading.
- Administer standardized ability and achievement tests and interpret results to determine student strengths and areas of need.
- Organize and label materials and display students' work.
- Organize and supervise games and other recreational activities to promote physical, mental, and social development.
- Attend staff meetings and serve on staff committees, as required.
- Plan and supervise class projects, field trips, visits by guest speakers or other experiential activities, and guide students in learning from such activities.
- Select, store, order, issue, and inventory classroom equipment, materials, and supplies.
- Sponsor extracurricular activities such as clubs, student organizations, and academic contests.
- Provide disabled students with assistive devices, supportive technology, and assistance accessing facilities, such as restrooms.
- Supervise, evaluate, and plan assignments for teacher assistants and volunteers.

POSITION QUALIFICATIONS

Competency Statement(s)

- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Applied Learning - Ability to participate in needed learning activities in a way that makes the most of the learning experience.
- Assertiveness - Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Empathetic - Ability to appreciate and be sensitive to the feelings of others.
- Presentation Skills - Ability to effectively present information publicly.
- Training - Ability to develop a particular skill in others to bring them up to a predetermined standard of work performance.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Autonomy - Ability to work independently with minimal supervision.
- Ambition - The drive to achieve personal advancement.

SKILLS & ABILITIES

Education : Bachelor's Degree (four year college or university)

Experience : Six months to one year related experience

Certificates & Licenses

Applicant must have a valid a teacher certificate.

PHYSICAL DEMANDS

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, some travel within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

WORK ENVIRONMENT

Classroom environment in a controlled atmosphere building

Approval Signature: _____ Date: _____

Employee Signature: _____ Date: _____

The School of Excellence in Education has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the District reserves the right to change this job description and/or assign tasks for the employee to perform, as the District may deem appropriate.