

## ELL TEACHER JOB DESCRIPTION

TITLE:

PRIMARY FUNCTION:

To develop and implement ESL (federal programs) in assigned schools, to supplement, not supplant, the classroom teacher's efforts in meeting the needs of those students identified as Level 1 and/or Level 2.

QUALIFICATIONS: Bachelors or Masters degree, preferably in teaching English As A Second Language. Required graduate certificate in this field.

REPORTS TO: Director of Federal Program

PERFORMANCE RESPONSIBILITIES:

1. Bilingual in order to communicate in another language
2. Knowledge of students culture and differences that may affect a student's ability to acclimate to an English Speaking environment
3. Plan, organize, and provide instruction in English to Level 1 and 2 students as an itinerate resource teacher
4. Address all aspects of communication through appropriate instruction that develops each student's ability to read, write, speak and listen
5. Administer academic and language assessments for the purpose of meeting academic learning targets and progress in language acquisition
6. Maintain complete and accurate records of student progress and evidence of growth and progress
7. Recruit migrant students and complete COE (Certificate of eligibility)
8. Maintain Migrant records for migrant student data collection
9. Act as liaison to counties within the Migrant Network
10. To keep parents informed of their child's progress and to build a partnership that encourages and supports parent involvement both at home and at school by:
  - Holding a parent orientation meeting in the fall

- Establishing a Parent Advisory Committee
  - Holding a minimum of two PAC meetings during the school year
  - Conferencing with parents
  - Providing parents with support in working with their children
  - Planning/implementing parent involvement activities
7. To prepare and submit ESL reports, documentation as requested in a timely manner.
  8. To maintain all records in order and up-to-date, including:
    - A lesson plan book
    - Files of pupil information
    - Copies of all purchase orders
    - An inventory of equipment
  9. To order materials as needed.
  10. To serve as a resource for classroom teachers and administrators.
  11. To develop and maintain a positive working relationship with all staff members.
  12. To maintain professional growth by attending ESL meetings in-services, workshops and conferences, reading professional journals and related materials, and staying abreast of research.

#### TERMS OF EMPLOYMENT:

The length of the contract will be determined by the Carroll County School Board. The salary will be from the Teacher Salary Scale.

#### EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of licensed personnel.

