Independent School District 518
Worthington, MN 56187
JOB DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: ELL (English Language Learner) Teacher	**Department:** Teaching & Instruction
Immediate Supervisor's Position Title: Building Principal	**FLSA Status:** Exempt

Job Summary:
Under the direction of the Building Principal and/or the guidance of the Assistant Principal, the Licensed ELL Teacher represents a broad grouping of diverse and different instructional positions responsible for developing lesson plans and presenting district curriculum in assigned instructional subjects; delivering and instructing students in lesson plans and instructional material; evaluating and assessing student progress against instructional outcomes and objectives. Licensed ELL Teachers also participate and collaborate with other instructional professionals, administrators, parents, counselors, and other district personnel concerning student needs, issues and district learning initiatives, curriculum and building issues.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides and delivers ELL (English Language Learners) instruction to students incorporating the essential elements of the English language.
  a) Provides instruction at appropriate levels of difficulty and in accordance with district curriculum guidelines and criteria.
  b) Assesses student progress and determining the need for additional reinforcement or adjustments to instructional plans/techniques/goals.
  c) Teaches specific learning objectives.
  d) Employs various teaching techniques, methods and principles of learning to best the needs of students and district learning outcomes.

- Plans and develops instructional plans, lessons, experiments, and other support activities to present approved district curriculum in accordance with district goals and objectives. Determines needs and abilities of students and determines methods and techniques to best present and provide instruction to students within assigned subject(s) areas. Organizes instructional supplies and materials. Performs routine cleaning and housekeeping functions to maintain a proper learning environment.

- Evaluates student performance against learning objectives. Develops tests to test performance and is available during parent teacher conferences to discuss student progress, problems, strengths, concerns or other pertinent issues of the student.

- Establishes and maintains student control and discipline in the classroom, school premises or during school activities by communicating expectations of appropriate behavior. Employs and implements district policies and procedures.

- Collaborates with other educational professionals and administrators regarding the needs of students, instructional needs, new instructional technologies or approaches to student problems, learning or curriculum. Serves on Building and District committees, task forces, administrative meetings or IEP meetings to provide assistance in curriculum development, assessing student progress and performance, or to participate in the building decision-making and improvement

processes.

- Performs other duties of a comparable level or type, as required.
  a) Provides professional expertise and assistance to individuals, other district staff and the community concerning
     areas of instructional expertise/knowledge.
  b) Attends training sessions, conferences, seminars, district, ELL and departmental meetings.
  c) Keeps abreast of changing developments, trends, instructional and educational technologies.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				**DEGREE INFORMATION:** **Type of degree: (B.S., M.A., etc.)** Bachelor's Degree
	less than high school diploma			
	High school diploma or GED.			**Major field of study or degree emphasis:** Education and relevant instructional subject area(s).
	1 year college		**2 years college**	
	3 years college	**x**	**4 years college**	
	1st year graduate level			**Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:**
	2nd year graduate level			
	Doctorate level			

- Knowledge of teaching principles, practices, techniques and approaches.
- Knowledge of child development theories and development stages and needs.
- Knowledge of current trends, theories and technologies pertaining to learning and instruction.
- Knowledge of assessment procedures and techniques, test construction and evaluation methods.
- Knowledge of subject material, concepts and issues related to grade/subject of assignment.
- Understanding of basic office equipment and software used by the district in maintaining records and files (i.e. word processing software, student record databases).
- Knowledge of instructional technologies and software, equipment, tools and devices used presenting instruction, documenting assessments, student progress or other classroom administrative requirements of the district.

Required Work Experience in Addition to Formal Education/Training: Minimum of a completion of assigned internship/practice teaching experience and degree program.
LICENSE/ CERTIFICATION — **Identify licenses/certification required upon hiring:** Licensed teacher in the State of MN and licensure to teach in assigned areas of responsibility.

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	**Skilled in:** ● Skilled in planning and developing lesson plans consistent with approved program curriculum. ● Skilled in presenting complex materials and concepts in an understandable and grade appropriate manner. ● Skilled in developing assessment tools, assessing and evaluating student performance and needs. ● Skilled in leading group processes/discussions, utilizing a variety of instruction aids and technologies. ● Ability to write reports, lesson plans, learning objectives, tests, and assists in writing and reviewing curriculum using and applying professional/technical concepts, principles and terminology. ● Ability to deal effectively and appropriately with parents, students, staff and other educational professionals over instructional needs, concerns or problems of the student and district. ● Dealing with children, staff, parents, administrators and other educational professionals over parent and student issues and concerns. Interactions requires working with others to gain cooperation and understanding of educational issues/needs. Advises and makes recommendations to district administrators or committees concerning needs in curriculum and learning approaches.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

	Titles of Positions Directly Supervised	# of Employees
	TOTAL	0

INDIRECT SUPERVISION:	
Number of employees indirectly supervised: Classroom paraprofessional staff, interns or volunteers	**Total:** **0**

HAZARDOUS WORKING CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted*	**Unusual or hazardous working conditions related to performance of duties:** Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact.

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	**Never**	**1-33% Occasionally**	**34-66% Frequently**	**66-100% Continuously**
Stand				x
Walk		x		
Sit		x		
Use hands dexterously (use fingers to handle, feel)		x		
Reach with hands and arms		x		
Climb or balance			x	
Stoop/kneel/crouch or crawl			x	
Talk or hear				x
Taste or smell		x		
Physical (Lift & carry): up to 10 pounds			x	
up to 25 pounds			x	
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:
Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push and pull or otherwise move objects in the

performance of the job.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.