

Job Description

Blue Valley School District

English as a Second Language Teacher

Purpose Statement

The job of English as a Second Language Teacher is done for the purpose/s of evaluating, instructing, and improving English proficiency for English language learners so that they may reach grade level expectations. The incumbent also serves as a language expert and a resource to the school for English language concerns.

Essential Functions

- Plans, develops, and teaches English language lessons to English learners in accordance with applicable standards.
- Collects, monitors, and interprets data to align instruction with the needs of English language learners.
- Collaborates with teachers and other staff members on how to best meet the needs of English learners in the core classroom.
- Helps ELL families to take an active part in the education of their children.
- Administers a language screener to students for whom a language barrier is impeding their academic success.
- Maintains accurate ELL cumulative files and communicates changes to the appropriate parties.

Other Functions

- Attends staff meetings and serves on staff committees, as required.
- Attends professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence.
- Performs other related duties as assigned.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; lesson plan requirements; stages of child development; and behavioral management strategies.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 40% sitting, 20% walking, and 40% standing. The job is performed in a generally clean and healthy environment.

Experience: Minimum two years of related teaching experience.

Education: Bachelor's degree in Education

Equivalency:

Required Testing**Certificates and Licenses**

Kansas Teacher Certification

Continuing Educ./ Training**Clearances**

Criminal Justice Fingerprint/Background Clearance
Kansas Certification of Health

FLSA Status

Exempt

Approval Date**Salary Grade**