

JOB TITLE SECONDARY ESL TEACHER
REPORTS TO CAMPUS PRINCIPAL
DEPT/SCHOOL ASSIGNED CAMPUS

EXEMPTION STATUS EXEMPT

PRIMARY PURPOSE

Oversees the EB Program for 5th - 12th grade students while managing the implementation of the district's policy and procedures to ensure compliance with state and federal requirements. This person will also travel to all campuses to model effective EB teaching strategies and assist the general education educators in meeting the needs of our EB students to ensure their success.

****Additional Stipend for EB Program Duties****

QUALIFICATIONS

EDUCATION/CERTIFICATION

Bachelor's degree from an accredited college or university.

An ELA certification for high school is preferred.

EB educator certification for Texas is required. Bilingual Certification preferred.

SPECIAL KNOWLEDGE/SKILLS

- Ability to use computers and software to develop spreadsheets, databases, and word processing.
- Ability to organize and interpret data.
- Knowledge of curriculum and instruction.
- Knowledge of teaching strategies and materials for the education of EB students.
- Exhibits superior organizational, communication, and interpersonal skills.
- Knowledgeable and experienced with implementing the English Language Proficiency Standards (ELPS.)
- Knowledgeable and has experience with implementing sheltered instruction in the classroom.

EXPERIENCE

Minimum of 3 years teaching experience in a secondary school's EB program.

MAJOR RESPONSIBILITIES AND DUTIES

INSTRUCTIONAL STRATEGIES

- Develop and implement lesson plans for ESOL and ESL classes that fulfill the district's curriculum program requirements and show written evidence of preparation as required.
- Prepare lessons that reflect accommodations for differences in student learning styles.
- Present subject matter according to the Texas Education Agency guidelines, board policies, and administrative regulations.
- Work with individuals or groups of learners to reinforce new skills initially introduced/taught by the certified educator.
- Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect an understanding of the learning styles and needs of students assigned and assist EB learners in all content areas based on their level of proficiency.
- Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
- Assist educators in devising and implementing special EB instructional strategies for reinforcing skills based on each child's unique needs and abilities.
- Assist educators in providing EB learners with appropriate coursework through curriculum accommodations, etc.
- Work with other staff members to determine instructional goals, objectives, and methods according to district requirements.
- Plan and supervise assignments of teacher aide(s) and volunteer(s).
- Use technology to strengthen the teaching/learning process.

STUDENT GROWTH AND DEVELOPMENT

- Conduct ongoing assessments of student achievement through formal and informal testing.
- Help students analyze and improve study methods and habits.

- Be a positive role model for students; support the mission of the school district.

CLASSROOM MANAGEMENT AND ORGANIZATION

- Create a classroom environment conducive to learning and appropriate for students' physical, social, and emotional development.
- Manage student behavior in accordance with the Student Code of Conduct and the student handbook.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Assist in selecting books, equipment, and other instructional materials.

COMMUNICATION

- Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.
- Maintain a professional relationship with colleagues, students, parents, and community members.
- Use practical communication skills to present information accurately and clearly.

PROFESSIONAL GROWTH AND DEVELOPMENT

- Participate in staff development activities to improve job-related skills.
- Keep informed of and comply with state, district, and school regulations and policies for classroom teachers.
- Compile, maintain, and file all required physical and computerized reports, records, and other documents.
- Attend and participate in faculty meetings and serve on staff committees as required.

OTHER

- Follow district safety protocols and emergency procedures.

SUPERVISORY RESPONSIBILITIES

- Direct the work of assigned instructional aide(s).

MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS

Maintain emotional control under stress—frequent standing, stooping, bending, pulling, and pushing. Move small stacks of textbooks, media equipment, desks, and other classroom equipment.

**THIS DOCUMENT DESCRIBES THE GENERAL PURPOSE AND RESPONSIBILITIES ASSIGNED TO THIS JOB.
IT IS NOT AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES AND DUTIES THAT MAY BE ASSIGNED OR SKILLS
THAT MAY BE REQUIRED.**

Reviewed by

Date

Received by

Date