

**GROVEPORT MADISON BOARD OF EDUCATION  
JOB DESCRIPTION**

**Position:** TESOL Teacher – SY 2024-2025  
(2 positions – Building TBD)

**Reports to:** Building Principal/ESL Coordinator

**Employment Status:** Full Time

**Date:** February 22, 2024

**Description:** Teachers considering ESL as a specialty should have the ability to communicate effectively with students and staff. A sincere interest in and willingness to work with language minority students and the ability to provide service to students and teachers, which will enable students to progress in the areas of reading, writing, speaking, and listening.

**NOTE:** The below lists are not ranked in order of importance

**Qualifications:**

- **Appropriate State of Ohio certifications/license and K-12 TESOL and Reading K-12 endorsements**
- BCII/FBI clearance
- Related experience
- Such alternative to the above qualifications as the Superintendent and/or Board of Education may find appropriate

**Responsibilities:**

- Ensure safety of students
- Help identify, assess, and place ELLs.
- Coordinate and provide appropriate instruction for ELLs, which may include independent study.
- Provide consultation on curriculum development, teaching strategies, and appropriate materials for use by the classroom teachers in assisting children in the regular classroom.
- Promote a good working relationship between the ELLs and the regular classroom teacher and the regular classroom students.
- Assist with all state and district testing.
- Maintain records for evaluation and assist school personnel in on-going evaluation of the ESL program.
- Provide in-service to aides, administrators and teachers regarding the educational needs and characteristics of ELLs as needed.

- Periodically assess and prepare records of pupil progress toward instructional objectives citing materials and strategies employed on a monthly basis.
- Establish communication with the pupil's regular classroom teacher regarding skill needs and appropriate materials and strategies for helping the pupils.
- Complete Ohio Department of Education reports and other reports as needed.
- Assume such other responsibilities and perform other duties as may be assigned by the building administrator.

**Required Knowledge, Skills and Abilities:**

- A thorough knowledge of the theory and practice of English as a Second Language education;
- A genuine concern for the education of students from different linguistic and cultural backgrounds;
- An awareness of the various cultures reflected in the languages of the limited English speaking students;
- The ability to assist students to maintain and extend command of the primary language and English and to pursue various teaching techniques chosen according to the needs of the students and the demands of the subject matter;
- Recognizes process of learning and has the ability to assist students in becoming involved in processes of learning; and
- Has excellent interpersonal and communication skills, able to develop and maintain contacts and interactions with students, parents, and staff.

**Terms of Employment:**

Per contract with the Groveport Madison Local Board of Education, Groveport Madison Local School District is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, age, sex, or the presence of disabilities.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.