

Pflugerville Independent School District - Job Description

Job Title/Position:	Elementary School Itinerant ESL	Department/School:	Location varies
Pay Information:	Teacher Compensation Plan	Supervised By:	Campus Principal
FLSA:	Exempt	Date Revised:	December 2024

Primary Purpose:

Provide qualifying refugee and asylee students with appropriate learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth. Support students' English language growth through implementation of content based language acquisition practices.

This position is a grant funded position, guaranteed for the 2024-2025 school year. Funds are not guaranteed beyond this time limit.

Minimum Qualifications (Experience/Education/Certification):

Bachelor's degree and valid Texas teaching certificate. ESL certification.

Major Responsibilities:

1. Plan, develop, and implement lesson plans in coordination with classroom teachers that fulfill the requirements of the district's instructional program and show written evidence of preparation as required; prepare lessons that reflect accommodations for differences in student abilities and learning styles; linguistically accommodated instruction as appropriate for Emergent Bilingual students; coordinate with Special Education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
2. Help students analyze and improve study methods and habits; help improve the achievement of all students; conduct ongoing assessment of student achievement through formal and informal testing and provide remediation as appropriate to ensure student mastery; assume responsibility and sponsor extracurricular activities as appropriate.
3. Create small group educational settings conducive to active and successful student learning and appropriate for the physical, social, and emotional development of students; manage student behavior.
4. Establish and maintain effective open communication with students, parents, teachers, and administrators; participate in staff professional development activities.
5. Complete appropriate documentation for students participating in special programs as required by district, state and federal guidelines.
6. Follow the Educator Code of Conduct & all policies, procedures, laws and State/Federal regulations.
7. Perform other duties as assigned.

Special Knowledge/Skills:

- Knowledge of all applicable federal, state, and local laws, guidelines and procedures
- Knowledge of curriculum and instruction
- Knowledge of subjects assigned, including current research
- Knowledge of current research in bilingual/ESL instruction
- Awareness of cultural differences that may impact Emergent Bilingual students
- Knowledge of translation/interpretation tools and services
- Skill in effectively managing a classroom and student behavior
- Skill in communicating effectively with others
- Skill in modifying instruction for various student needs
- Skill in working with various forms of equipment including, but not limited to, personal computers, calculators, projectors, and printers
- Skill in working with computer tools, including but not limited to, email, internet, word processing and spreadsheets
- Skill in working in collaborative team-based environments

• Supervisory Responsibilities:

None

Working Conditions (Mental Demands/Physical Demands/Environmental Demands):

Maintain emotional control under stress; must be able to lift and/or carry at least 30 lbs.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Employee's Signature: _____ Date: _____

Employee's Printed Name: _____