



JOB DESCRIPTION

POSITION: English as Second Language (ESL) Teacher

REPORTS TO: Director of Whole Child Services

EMPLOYER: Mattawan Consolidated School

SUMMARY:

We are seeking a passionate and dedicated ESL teacher to provide high-quality English language instruction to non-native speakers. The ESL teacher will help students develop their reading, writing, listening, and speaking skills in English through engaging lessons and culturally responsive teaching strategies. The ESL teacher will also provide academic, social, and emotional support services to ESL students and their families as necessary to promote success within the educational setting and increase student and family engagement.

QUALIFICATIONS:

- ESL certification (e.g., TEFL, TESOL, CELTA) required.
- Bilingual in Spanish and English preferred.
- Valid Michigan Teaching certification in appropriate subject area.
- Previous training in using Sheltered Instruction Observation Protocol preferred.
- Ability to establish and maintain cooperative and effective working relationships with others.
- Ability to communicate effectively orally and in writing.
- Must have the ability and proven ability to report to work on a regular and punctual basis.
- Perform all other related work delegated or required to accomplish the objectives of the total school program.
- Knowledge and implementation of relevant technology.
- Meet professional teacher education requirements of school, district, and state.
- Knowledge of second language acquisition theories and best practices for young learners.
- Strong interpersonal and communication skills.
- Cultural sensitivity and the ability to work with learners from diverse backgrounds.
- Ability to relate to and advocate for culturally diverse and at-risk populations.

RESPONSIBILITIES:

- Plan, prepare, and deliver engaging ESL lessons appropriate to learners' needs and proficiency levels.
- Assess students' progress and provide regular feedback through tests, assignments, and informal assessments.
- Use a variety of research-based instructional strategies and resources to support language acquisition.
- Assist with the annual WIDA assessment of all English Language Learners enrolled in the assigned school district during the assessment window. Meet with local district administrators to review assessment results, review the district's Language Assistance Plan, and exit and/or re-enter students based upon their annual assessment results and MDE Entrance/Exit protocol of ELLs.
- Create a nurturing and inclusive environment where children feel safe and encouraged to participate.

- Collaborate with classroom teachers and support staff to adapt lessons for English language learners (ELLs).
- Communicate regularly with parents/guardians regarding student progress and strategies for at-home support.
- Maintain accurate records of student attendance and performance.
- Participate in professional development and school-related activities as required.
- Instruct and monitor students in the use of learning materials and equipment.
- Use relevant technology to support and differentiate instruction.
- Manage student behavior in the classroom by establishing and enforcing rules and procedures.
- Maintain discipline in accordance with the rules and disciplinary systems of the school.
- Provide appropriate feedback on work.
- Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
- Maintain accurate and complete records of students' progress and development.
- Update all necessary records accurately and completely as required by laws, district policies and school regulations.
- Prepare required reports on students and activities.
- Participate in department, school, district and parent meetings.
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
- Establish and communicate clear objectives for all learning activities.
- Prepare the classroom for class activities.
- Provide a variety of learning materials and resources for use in educational activities.
- Observe and evaluate student's performance and development.
- Assign and grade class work, homework, tests and assignments.
- Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.
- Other duties as assigned.

PHYSICAL REQUIREMENTS:

Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices, and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds.

SAFETY AND HEALTH:

Knowledge of universal hygiene precautions.

EQUIPMENT/MATERIALS HANDLED:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

WORK ENVIRONMENT:

School/Classroom setting

TERMS OF EMPLOYMENT:

Salary and work year per Mattawan Education Association collective bargaining agreement.