

Job Title: English as a Second Language (ESL) Teacher
Department: Assigned School
Reports To: School Principal
FLSA Status: Exempt
Salary Schedule: TT



SUMMARY

Under the direction of the school principal, the ESL teacher teaches in the field of Language Arts to students in the district, who are non-speakers of English, assists in other school programs as assigned, follows the established program, and creates an environment favorable to learning and personal growth in accordance with each student's ability.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Diagnoses the English needs of pupils and selects or develops the appropriate materials to fill the needs.

Teaches language arts to nonnative English speaking pupils utilizing courses of study adopted by the Professional Learning & Development Department as well as other appropriate learning activities.

Instructs pupils in basic communication skills to facilitate their transition into the regular instructional program.

Provides individualized and small group instruction in order to adopt the curriculum to the needs of each pupil to the extent possible.

Provides an appropriate physical and psychological environment to establish and reinforce attitudes and social skills useful in the regular program.

Stimulates in pupils the development of positive self-images and ethnic pride.

Cooperates with site staff members in assessing and helping pupils solve attitude and learning problems.

Maintains professional competence through in-service education activities provided by the district and/or self-selected professional growth activities.

Maintains an auditable record of pupil attendance and makes daily reports of pupils absent each period.

Participates cooperatively with the school principal or his designee to develop action plans and goals based on an evaluation summary.

Evaluates each student's performance and growth in knowledge and understanding, and prepares progress reports.

Communicates with parents and school counselors on student progress.

Cooperates in school-wide supervision of students during out of classroom activities.

Participates in faculty and/or District committees and the sponsorship of student activities.

Provides accurate attendance information in accordance with the procedure established by the school where the teacher is assigned.

Cooperates with the custodian(s) for the general housekeeping needs in the area(s) for which the teacher is assigned.

Teachers are expected to dress in good taste and be well groomed, befitting to members of a respected profession. Cleanliness of self and attire, neatness, and attractive grooming are stressed and expected. Teachers should always dress in a manner that professionally sets them apart from students. Exceptions to the dress limitations are teachers of P.E. may wear shorts of modest attire during classes or other school approved special events or activities.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities unless specified by school principal.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Bachelor's degree from four-year college or university.

CERTIFICATES, LICENSES, REGISTRATIONS

Active Utah Early Childhood Education or Elementary Education or Secondary Education License required.

Must have or be eligible to obtain an ESL endorsement.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Prepared By: Professional Development Department			Date: 2/21/2006
Approved By: Executive Director, Human Resources			Date: 3/13/2006
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 2/14/2014
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 1/29/2016
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	