

Cape Girardeau Public School District No. 63
Job Description

Job Title: English Language Learners Teacher
Terms of Employment: 9 month contract; 183 days
FLSA Status: Exempt
Reports To: Principal

Brief Description of Position:

The English Language Learners teacher is responsible for assisting with the delivery of instructional services for eligible students in the ELL program. Responsibilities vary with the individual assignment, but typically include instruction of students, student discipline, preparation of materials, testing, and record keeping.

Required Qualifications:

- Bachelor's Degree
- Valid Missouri Teaching Certification for English for Speakers of Other Languages (K-12)
- Excellent oral and written communication skills
- Skilled in human relations, leadership and conflict management
- Knowledgeable of teaching techniques that meet the diverse needs of all students
- Sensitivity to the developmental stages and well-being of all students
- Proficiency in computer hardware and software, including word processing, spreadsheets, multimedia presentations, e-mail, internet, digital media and instructional delivery systems

Essential Duties and Responsibilities:

- Adapts classroom work for the purpose of providing students with instructional materials that address individualized learning plans within established lesson plans and building academic English and content knowledge.
- Administers tests and language assessments for the purpose of evaluating student language ability.
- Advises parents and/or legal guardians of student progress for the purpose of communicating expectations; student achievement; developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Assesses student progress towards objectives, expectations, and/or goals for the purpose of providing feedback to students, parents and administration.
- Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school improvement plan.
- Counsels students for the purpose of improving performance, health status, problem solving techniques and a variety of personal issues.

- Demonstrates methods required to perform classroom and/or subject specific assignments for the purpose of providing an effective program that addresses individual student requirements.
- Instructs English learner students for the purpose of improving their success in academics and skills.
- Manages student behavior for the purpose of providing a safe and optimal learning environment.
- Models English communication for the purpose of developing student ability to communicate effectively in the English language.
- Monitors students in a variety of educational environments (e.g. classroom, cafeteria, playground, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Participates in a variety of meetings (e.g. IIPs, IEPs, teacher/parent meetings, data, district and building meetings) for the purpose of conveying and/or gathering information required to perform functions and to optimize student learning.
- Prepares a variety of written materials and correspondence (e.g. grades, progress reports, attendance, anecdotal records, etc.) for the purpose of documenting student progress and meeting mandated requirements.
- Perform other duties as assigned by the Director of Special Services or Superintendent.

Hazards:

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between locations will cause exposure to hazardous driving and walking conditions.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: August 1, 2013