

TITLE: ESL Teacher (English as a Second Language)
District Wide Program – preschool – 12th grade

QUALIFICATIONS: Valid Kentucky Teacher Certification
ESL Endorsement

REPORTS TO: Director of Federal Programs

PERFORMANCE STANDARDS:

1. Maintain at all times an orderly learning atmosphere and keep the Director of Federal Programs fully informed of the ESL program's activities.
2. Strive to implement, by instruction and action, the district's mission and vision of education and instructional goals and objectives.
3. Maintain accurate, complete and correct records as required by law, district policy and administrative regulations.
4. Perform professional responsibilities and duties as outlined in Board policy, such as regular attendance, punctuality, attending staff meetings, serving on committees, and participating in professional development.
5. Provide ESL services to all students as outlined by the Director of Federal Programs.
6. Employ a variety of innovative instructional techniques to work with students on the fundamentals of grammar, vocabulary development, writing, reading, speaking (fluency and articulation) and listening.
7. Utilize a variety of instructional materials and available multimedia and computer technology to enhance learning.
8. Manage allotted learning time to maximize student achievement.
9. Act as a liaison between the student, family, school and community.
10. Administer standardized tests and track students' progress against state standards.
11. Serve as an interpreter or work with an interpreter to communicate information to the family about student progress, school programs or district events.

12. Work with district and school administration in planning ESL instructional goals, objectives, methods, and evaluation.
13. Collaboratively plan, implement, and evaluate ESL students' instructional programs with regular classroom teacher.
14. Collaborate with other staff, parents, classroom teacher and related service providers to develop and implement the Program Service Plan (PSP) for each ESL student.
15. Work closely with the regular classroom teacher to help ESL students maintain satisfactory classwork, homework and behavior.
16. Support or participate in school/district-wide student extra-curricular events when ESL students are involved.
17. Always maintain the highest professional standards in personal conduct and abide by the professional code of ethics.
18. Provide instruction aligned with the Kentucky Core Academic Standards.
19. Adhere to all Federal, State and Local policy and procedures relating to ESL students.
20. Perform related duties and assume other responsibilities as assigned by the Director of Federal Programs or Superintendent.

Created: _____

I have read and understand the terms set forth in this job description.

Signature of Employee: _____

Date Signed: _____