**JOB DESCRIPTION FOR: English Language Learner (ELL) Teacher**

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REPORTS TO: Director of Special Programs

QUALIFICATIONS: As established by the Board of Education

GENERAL RESPONSIBILITIES:

To help limited English proficient students learn language and skills that will contribute to their developmental progress in the regular school curriculum.

DUTIES:

1. Set goals and objectives and plans appropriate related learning activities.
2. Plans a program of study that, as much as possible, meets the individual needs, interest, and abilities of the limited English language learner (ELL).
3. Works in collaboration with Director of Special Programs and Principals to determine schedules that best meet the needs of ELL students. Meets and instructs assigned classes in the locations and at the times designated.
4. Supervises all ELL students assigned to them and insures that proper discipline is maintained.
5. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the ELL students.
6. Prepares and has available at school complete and up-to-date weekly plans which provide goals, objectives and learning activities for ELL students assigned.
7. Prepares for classes assigned, and shows written evidence of preparation upon request of immediate supervisor. Leaves appropriate plans for substitutes which are easily understood.
8. Exhibits a positive, helpful attitude toward all pupils in order to help them develop and mature mentally, physically, emotionally and socially.

9. Employs a variety of instructional techniques and instructional media in meeting the needs of

the student.

10. Strives to implement, by instruction and action, the district’s philosophy of education and

instructional goals and objectives.

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**JOB DESCRIPTION FOR: English Language Learner (ELL) Teacher**

**(Continued)**

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11. Assesses the accomplishments of ELL students on a regular basis and provides progress

reports as required.

12. Maintains accurate, complete, and correct records, and respects confidentiality of same.

13. Develops reasonable rules of classroom behavior and maintains order in the classroom.

14. Keeps parents well informed regarding ELL students' progress.

15. Is familiar with all teacher and district handbooks and adheres to and complies with policies

of the board of education and administrative procedures.

16. Displays a positive attitude toward learning and a professional behavior in dealing with

students.

17. Treats and maintains properly all equipment, materials, supplies and textbooks assigned to

him/her.

18. Administers standardized tests as required by the school district, and coordinates

administration of assessments in collaboration with the District Assessment Coordinator.

19. Enrolls in an ELL endorsement program if needed for proper certification.

20. Works closely and communicates regularly with district administration, school

administrators, and teachers in implementing the ELL program.

21. Serves as a resource for classroom teachers for differentiating instruction in the regular

classroom setting to meet the needs of ELL students.

22. Assists the Director of Special Programs in coordinating the ELL program.

23. Performs other duties as assigned by the Director of Special Programs.

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APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION February 5, 1990

REVIEWED, REVISED AND RE-ADOPTED: *May 16, 2016*

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