

## **GARRARD COUNTY SCHOOLS**

### **Job Description**

**CLASS TITLE:** EL Teacher

**REPORTS TO:** Director of Instruction

**EXEMPT STATUS:** Exempt

**APPROVED:**

#### **BASIC FUNCTION:**

To conduct appropriate instructional activities with students who qualify for the English Learner supports.

To ensure that each student will grow to his/her greatest intellectual ability, emotional development and psychological well-being.

#### **REPRESENTATIVE DUTIES:**

- Meets and instructs assigned classes in the locations and at the times designated.
- Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
- Guides the learning process toward the achievement of curriculum goals and establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Strives to implement, by instruction and action, the district's philosophy of education and instructional goals and objectives.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
- Perform responsible duties in support of a specific program at the District or school site level.
- Work closely with other program personnel to coordinate activities and assure compliance with program and District directives.
- Plans and supervises purposeful assignments for instructional teacher aide(s) and volunteer(s) and, cooperatively with department heads, evaluates job performance.
- Provide various services and implement functions for the program involving direct or indirect contact with students, parents, outside program officials, regulatory agencies and others.
- Provide input to District-wide reports for an assigned program; monitor program budget as directed.
- Monitor files and records regarding participants, students, parents, proper statistics and data and other matters.
- Review and monitor program as assigned at specific sites; make classroom observations, diagnose problems and provide for proper resolution.
- Represent the assigned program at District, school and community meetings and conferences as directed.
- Analyze program material and provide input for modification as required; review application from participants and determine program eligibility.
- Research, collect and compile data as directed to develop reports; analyze data and suggest implications.
- Oversee screening, classification, and assessment of EL students.
- Maintain regular attendance.

- Duty to report to work.
- Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Curriculum, instruction and assessment.
- Record-keeping techniques.
- Oral and written communication skills.
- Research methods and report writing techniques.
- Laws, rules and regulations related to assigned activities.
- Policies and objectives of assigned program and activities.
- Interpersonal skills using tact, patience and courtesy.
- Technical aspects of field of specialty.

### **ABILITY TO:**

- To perform the responsibilities as previously outlined.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Utilize technology.
- Prioritize and schedule work.
- Learn, apply and explain policies, procedures, rules and regulations.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Determine appropriate action within clearly defined guidelines.
- Work independently with little direction.
- Meet schedules and timelines.

## **PHYSICAL DEMANDS**

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

## **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma or G.E.D. Certificate as required by Kentucky law and three years instructional experience including at least one year in the area of specialty.