

THE TROY CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	ENGLISH AS A SECOND LANGUAGE (ESL) TEACHER	File 312
Reports to:	Principal	
Job Objectives:	Facilitates the cultural assimilation of ESL students. Plans, implements, and evaluates student learning experiences. Helps students identify goals and make appropriate choices. Encourages parental involvement.	
Minimum Qualifications:	<ul style="list-style-type: none">· Valid Ohio Department of Education license/certificate appropriate for the assignment.· Meets all mandated health requirements· A record free of criminal violations that would prohibit public school employment.· Complies with drug-free workplace rules and board policies.· Proficiency in ESL instructional techniques.· Ability to organize community support for ESL assimilation activities.	
Essential Functions:	<p>The following duties are representative of performance expectations. Reasonable accommodations may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">· Provides families information about the ESL program. Identifies problems that may impede learning and/or the social integration of ESL students.· Assists with registration, orientation, and follow-up activities for ESL students.· Prepares the assigned classroom. Requisitions essential supplies. Promotes the proper use and care of school property.· Teaches scheduled classes. Creates effective learning experiences. Prepares weekly lesson plans. Ensures that written lesson plans align with the district's adopted course of study.· Upholds board policies and follows administrative procedures.· Supports community partnerships that enhance district programs.· Upholds the student conduct code. Implements effective pupil management procedures.· Develops and maintains a positive learning environment that stimulates student interest. Helps parents and students understand academic and behavioral objectives.· Serves as a liaison to the community. Seeks community partnerships that enhance program activities. Recruits volunteers willing to serve as mentors to ESL students.· Evaluates the needs of students based on all available information. Varies instructional techniques to address individual learning styles.· Communicates high expectations and shows an active interest in student progress.· Helps students develop critical-thinking, problem-solving, and creativity skills.· Collaborates with other teachers and models effective instructional strategies. Shares knowledge and resources that enhance student learning.· Incorporates the effective use of available technology in instructional and records management activities. Upholds computer technology acceptable use policies.· Helps students take full advantage of the learning environment (e.g., access and proximity to activities, use of adaptive equipment, etc.).· Proctors standardized and alternative assessments as directed. Follows test security procedures. Helps students with content-area preparation activities.· Maintains accurate records and submits reports on time.· Respects personal privacy. Maintains the confidentiality of privileged information.· Evaluates students achievement/performance and assigns grades. Prepares periodic progress reports. Attempts to consult with parents as needed (e.g., telephone calls, notes, conferences, etc.). Attempts to respond promptly to parental concerns.· Consults with support personnel to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).· Reports suspected child abuse and/or neglect to civil authorities as required by law.· Collects data that may be necessary to monitor academic and/or behavioral interventions.· Makes referrals to the learning assistance team when a need is indicated. Works with team members to reach a consensus on a plan for the identified student.· Helps prepare and implement Section 504 and Individualized Education Plans (IEP) for classroom students meeting eligibility requirements.· Supports an inclusive educational environment. Provides opportunities for students with disabilities to participate in appropriate learning activities.	

- Serves as a resource to teachers with ESL students in their classrooms. Reinforces concepts introduced in inclusive educational settings.
- Provides in-service programs to help staff address ESL issues.
- Takes precautions to ensure student safety. Does not leave students unsupervised.
- Supervises non-classroom activities when assigned.
- Participates in conferences and other required school activities.
- Participates in professional growth opportunities.
- Accepts responsibility for work-related decisions and conduct.
- Strives to develop rapport with others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism.
- Skillfully manages individual, group, and organizational interactions.
- Communicates effectively using verbal, nonverbal, and writing skills.
- Organizes tasks and manages time effectively.
- Averts problem situations and helps resolve conflicts.
- Exercises self-control when dealing with other individuals.
- Maintains an acceptable attendance record and is punctual.

**Working
Conditions:**

District policies/procedures address workplace issues to minimize exposure to the following situations and factors that may not always be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include operating and/or riding in a vehicle.
- Duties may include working under time constraints to meet deadlines.
- Duties may include traveling to meetings and work assignments.
- Duties may include lifting carrying, and or moving work-related supplies/equipment.
- Duties may include bending, crouching, kneeling, reaching, and standing.

**Performance
Evaluation:**

Job performance is evaluated according to the collective bargaining agreement.

The Troy City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability.

Revised: September 2004

Signature: _____ Date: _____