



## **JOB DESCRIPTION**

### **JOB TITLE: Teacher - ELL**

Job Summary: The job of "Teacher-ELL" is done for the purpose/s of developing English language learner's (ELL's) English proficiency (listening, speaking, reading and writing) to support access to grade level academic instruction across content areas. The ELL teacher is expected to implement effective instructional techniques for English language development; develop appropriate lesson plans; utilize district-approved curriculum; provide a safe and optimal learning environment; determine levels of English proficiency and provide feedback to students, parents and administration regarding student progress, expectations, and goals related to English language proficiency.

#### **Essential Job Functions:**

- Demonstrates effective planning and preparation through knowledge of content, pedagogy and students, setting instructional outcomes, utilization of resources, designing of coherent instruction and student assessments.
- Delivers effective instruction through, student communication, implementation of questioning and discussion techniques, active engagement of students in learning, use of assessments for instruction, and flexibility and responsiveness.
- Creates a classroom environment that is respectful and builds rapport, validates students' home language and culture, establishes a culture for learning, and manages classroom procedures, student behaviors and physical space to support learning.
- Demonstrates professional responsibility through reflecting on teaching practice, maintaining accurate records, communicating with families, participating in the professional community, growing professionally and consistently working with colleagues, parents and students in a professional manner.
- Prompt and regular attendance

#### **Program-Specific Functions:**

- Administers assessments for the purpose of determining students' level of English proficiency and program eligibility.
- Assesses student's oral and written English communication skills for the purpose of instructional placement and developing appropriate lesson plans to improve students' ability to effectively communicate in the English language.
- Advises parents and/or legal guardians of student's English language development progress for the purpose of supporting teacher's expectations, developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Collaborates with school personnel, parents and various community agencies such as Migrant Education for the purpose of improving the quality of student outcomes, developing solutions and planning instruction to address students' linguistic needs.
- Participates in meetings to inform school teams about the students' linguistic profile including language background and experiences, language proficiency level and rate of language development, and makes recommendations as to appropriate instructional decisions based on linguistic data.
- Directs instructional assistants, volunteers and/or student aides for the purpose of supporting an effective school program and addressing the needs of individual students.
- Models appropriate oral and written English for the purpose of developing students' ability to effectively communicate in the English language.
- Collaborates regularly with grade level or content area teams, specialists and other ESL teachers within the school and program to support students' academic success.

- Attends scheduled ELL Department meetings for staff development and maintaining compliance.
- Complies with all state, district, school and program policies, processes, procedures and timelines.

**Essential Job Requirements - Qualifications:**

- Experience Required:
  - *Prior* job related experience
- Skills, Knowledge and/or Abilities Required:
  - *Skills* to communicate clearly both orally and in written form with individuals from varied educational and cultural backgrounds, motivate students, direct support personnel and evaluate performance.
  - *Knowledge* of curriculum, educational code, district policies.
  - *Abilities* to stand for prolonged periods, maintain records, perform various specialized tasks, establish and maintain cooperative working relationship with students, parents, other school personnel, meet schedules and deadlines. Significant physical abilities include reaching/ handling/fingering, talking/hearing conversations, near/far visual acuity.
- Education Required:
  - Bachelor's Degree
- Licenses, Bonding and/or Testing Required:
  - Teaching credential for appropriate level of instruction and speciality area, Criminal Justice Fingerprint Clearance, Cardiopulmonary Resuscitation and First Aid Certificates

*Gresham-Barlow School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any education programs, activities or employment. Gresham-Barlow provides equal access to individuals with disabilities.*