

Smith County Board of Education

Job Description

Curriculum and Instruction

TEACHER - ESL

JOB SUMMARY

To give instruction to the students in the areas assigned by the Board, Superintendent, and Principal.

QUALIFICATIONS

- Teacher shall be licensed in Elementary Education in accordance with state law and the regulations of the Tennessee State Department of Education. Such license shall be on file in the office of the Superintendent prior to beginning employment
- It is the responsibility of the employee to secure a certificate and to maintain its validity. When a teacher's contract must be terminated because the teachers' certificate has lapsed or otherwise become invalid, the Superintendent shall immediately suspend the teacher without pay pending disposition of the matter. The teacher shall be notified of the reason for the suspension and given an opportunity for a hearing before the Board
- All teachers shall demonstrate competency based on the current job assignment and performance standards as outlined in the appropriate state model for local evaluation
- Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

OTHER QUALIFICATIONS: The teacher must work cooperatively with children and adults; be able to successfully manage student behavior, follow directions; protect the confidentiality rights of parents and children; support child safety and good self-esteem; model appropriate grammar usage; communicate effectively; possess, use, and continue to develop teaching skills which result in expected student achievement. The teacher must be punctual and consistent in attendance. Teachers must be willing to work a year-round school calendar and/or a flexible schedule if called upon to do so.

PHYSICAL DEMANDS: Must be able to see, hear, and move quickly enough to provide for the safety and instructional needs of children. Must be able to articulate clearly. Must be physically active and interactive throughout the school day (i.e., be able to stand for extended periods of time, stoop, bend, do light lifting, push, pull, step, and have good finger dexterity). Must have emotional coping skills appropriate for the management of student behavior. Must tolerate environmental smells and substances commonly associated with children and educational institutions.

PRIMARY DUTIES: To perform teaching which results in appropriate student achievement and good self-esteem. To contribute to the successful operation of the total school and system program. To appropriately represent the system and the profession to parents and the community.

ESSENTIAL FUNCTION/JOB DUTIES:

- To assist with the identification of potential ELL students
- To follow the locally adopted curriculum guide/s for the area/s taught
- To plan an appropriate instructional program to meet the needs of those students who require ESL
- To work with the classroom teacher in developing an instructional plan for the student
- To accommodate for varied learning styles and developmental levels within the classroom/program
- To create an environmental that will enhance and provide a climate that is conducive to language acquisition and learning
- To manage behavior in ways that maximize learning and the development of good self-esteem
- To help the ESL student gain an understanding of the American culture and help the mainstream student gain an understanding of and respect for other cultures
- To use the appropriate assessment tools and know the standards that those tools represent
- To evaluate student performance and to share this information with the classroom teacher
- To plan, prepare, teach, assess, adjust, re-teach, and re-assess in order that appropriate documented student achievement results
- To be knowledgeable in current theories and methodologies in the area of language acquisition and to be confident in utilizing this knowledge for the benefit of the student
- To participate in school and system sponsored activities (i.e., parent clubs, fund raisers, field trips, extra-curricular, etc.)
- To be willing to attend staff development opportunities in the area of ESL and to be willing to dispense the information to school staff
- To conduct staff development training for staff on ESL interventions, classroom strategies, cultural differences which may affect classroom behaviors, etc.
- To consult with parents, colleagues, and other appropriate individuals or agencies concerned with student achievement, behavior and development
- To faithfully serve on study, planning and advisory committees as assigned
- To maintain accurate and current student records, including but not limited to on-going documentation of progress and cumulative records
- To maintain individual student records, which will include assessment scores, language survey, and may include correspondence with parents, classroom teachers and samples of student work
- To attend required meetings and accurately complete required reports in a timely manner
- To stay abreast of current trends in the profession and maintain a flexible attitude toward the implementation of new ideas in the classroom/program
- To comply with applicable local, state, and federal policies and procedures.
- Report to the Principal/Supervisor
- In addition to essential job functions listed above, perform other duties as assigned.

GENERAL REQUIREMENTS:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.