

CENTER JOINT UNIFIED SCHOOL DISTRICT

JOB TITLE: ESL Teacher (English as a Second Language)

DESCRIPTION OF BASIC RESPONSIBILITIES

Provides a basic bilingual educational program for K-12 students, including limited English proficient students and assists in other school programs as assigned.

TYPICAL DUTIES:

1. Plans curriculum and develops goals and objectives for each student according to curriculum and program requirements and the individual student's needs.
2. Develops bilingual individual language plans.
3. Reviews data submitted on the home language survey.
4. Assesses student's English language proficiency.
5. Monitors and evaluates student's progress.
6. Plan, administer and collect NEP/LEP test data, including pre/post testing.
7. Utilizes a variety of materials and methods designed to meet the different learning modes of students.
8. May provide language development in the student's primary language, including oral and literacy skills.
9. Establishes and maintains standards of pupil behavior needed to achieve effective participation in all activities.
10. Instructs student in citizenship, communication skills and other general elements of the course of study specified in state law and administration regulations and procedures of the school district.
11. Communicates with parents through a variety of means.
12. Holds parent conference to discuss the individual student's progress and interpret the school program.
13. Makes home visits.
14. Makes community and parent contacts for conferences, guest speakers, study trips and work exploration sites.
15. May be assigned to direct and/or supervises classified employees assigned to the program.
16. Other related duties as assigned by the Assistant Superintendent and/or the site principal.

EMPLOYMENT STANDARDS:

Possession of:

- a valid California teaching credential with authorization to teach limited English proficient students, or enrolled in a program leading to an appropriate credential
- a valid California driver's license

Ability to:

- communicate effectively, plan, organize, implement, and coordinate all facets of the Bilingual Education Act
- establish and maintain cooperative and effective working relationships
- arrive at sound conclusions and recommendations including LEP student data
- evaluate program effectiveness in all areas