

Richard McKenna Charter Schools

ENGLISH AS A SECOND LANGUAGE TEACHER

NATURE OF WORK

The ESL Teacher plans, organizes and presents instruction and instructional environments which help English Language Learners learn subject matter and skills that will contribute to their English Language Acquisition, academic skills and social development. Monitors compliance of federal, state and local policies govern the education of English Language Learner and the English as a Second Language Program (Title III, Elementary and Secondary Education Act - 1965 / Every Student Succeeds Act - 2015).

DUTIES AND RESPONSIBILITIES

Researching appropriate instructional programs and classroom strategies to successfully implement federal and state standards for English Language Learners.

Developing and implementing the professional development programs to incorporate necessary changes.

Overseeing the planning, development, budgeting and operations of the Montessori school ESL program.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree including all courses to meet credential requirements. Valid Idaho license in the grade levels and areas assigned.

ESSENTIAL JOB FUNCTIONS

Research and evaluate appropriate strategies and programs that will address the needs of English Language Learners.

Coordinate and supervise the English as a Second Language (ESL) program for the school. Plan and coordinate programs and staff development efforts with administrators, teachers and

department staff. These activities will include building level professional development classes, presentations and workshops for certified and classified staff.

Monitor and report building progress towards achievement.

Ensure compliance with state and federal ELL regulations and reporting of accurate ELL data as required by the state.

Work with the Building Principal to develop and prepare the annual budget for ELL programs, analyze and review budgetary data, and monitor expenditures in accordance with established guidelines.

Facilitate regular ELL staff meetings and task force meetings, regularly visit classes to ensure program compliance and implementation of appropriate academic instruction.

Oversee the adoption and subsequent maintenance of ELD curriculum. Work actively with the curriculum team on school initiatives.

Perform other related duties as assigned by the Building Principal.

Become familiar with and uphold enforcement of school rules, Administrative Regulations and Board Policy.

Assist in the school planning of the ESL program.

Maintain accurate, complete, and correct records as required by law, district policy, and Administrative Regulations.

Confer with colleagues, administrators, students and/or parents when necessary. Participate in various meetings for the purpose of receiving and/or providing information.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of various methods of teaching English to non-native speakers.

Knowledge of laws in regards to Title III.

Ability to organize and communicate effectively.

Ability to lead peers in a calm and resilient manner.

Ability to provide evidence-based professional development.

REPORTS TO: Building Principal

STATUS: Exempt

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.