

Wentzville R-IV School District
Position Description
Locator: 2.16

Position Title: ELL Teacher
Reports To: Building Principal

SUMMARY

This position is for an EL teacher who will design and implement language instruction and intervention for students who are identified as English Learners (EL). The EL teacher will provide support to EL students in their classrooms and in the content areas. The EL teacher will be expected to develop individualized educational plans for each EL student and develop and deliver group and individual student instruction within established curriculum guidelines within all content areas. The EL teacher will work collaboratively with classroom teachers. This position may require travel among schools. EL teachers are district teachers who are assigned to buildings to fit the needs of EL students; therefore, building placement may change from year-to-year.

QUALIFICATIONS/REQUIREMENTS

Missouri ESOL endorsement is required. Appropriate academic preparation to be certified by the Missouri Department of Elementary and Secondary Education.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Serves as lead teacher, co-teacher, and intervention teacher for EL students in language development classes and all other content areas.
- Serves as liaison among the school, classroom teachers, parents/guardians, students, district personnel, and community organizations that support EL students and families.
- Administers annual English Language Proficiency (ELP) assessment to all EL students on caseload and administers EL screening test to students who are new to the school. Maintains proper testing protocol regarding these tests.
- Maintains accurate records on EL students regarding progress monitoring, language acquisition, reclassification, and all other aspects required for EL students.
- Follows all administrative directives and federal, state, and district guidelines and policies regarding EL students and collaboration with their parents/guardians.
- Works with classroom and content teachers to differentiate instruction, assignments, and assessments and accurately assign grades to the work of EL students in their classes.
- Meets and instructs assigned classes in the locations and at the times designated.
- Prepares for classes assigned and shows written evidence of preparation upon request.
- Provides professional development and coaching to classroom and content area teachers in assigned building(s) as needed and to the extent possible.
- Attends professional development sessions for EL teachers.
- Plans and implements a program of study that, as much as possible, meets the individual needs, interests and abilities of all students using data-driven decision-making.

ESSENTIAL JOB DUTIES (cont'd)

- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interest of all students.
- Encourages students to set and maintain standards of classroom behavior.
- Employs a variety of instructional techniques and instructional media consistent with the physical limitations of the location provided and the needs and capabilities of individuals or student groups involved.
- Collaborates with administrators, colleagues, and parents in a positive and productive manner.
- Strives to implement by instruction and action, the District's philosophy of education and instructional goals and objectives.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Evaluates student progress on a regular basis.
- Maintains accurate, complete, correct records as required by law, district policies and administrative regulations.
- Assists in upholding and enforcing school rules, administrative regulations, and Board Policies.
- Makes provision, under reasonable terms, for being available to students and parents for education-related purposes outside the instructional day.
- Attends and participates in faculty meetings
- Cooperates with other members of the staff in planning instructional goals, objectives, and methods.
- Assists in the selection of books, equipment, and other instructional materials.
- Accepts a share of responsibility for co-curricular activities as assigned
- Works to establish and maintain open lines of communication with students and their parents concerning both the broad academic and behavioral progress of all assigned students.
- Establishes and maintains cooperative relations and a positive rapport with others.
- Provides for his/her own professional growth through an ongoing program of reading, workshops, seminars, conferences, and/or advanced coursework at institutions of higher learning.

OTHER DUTIES AND RESPONSIBILITIES

Performs other appropriate school related duties as assigned by the Building Principal and/or the Director of Instructional Programming.

ADA COMPLIANCE

The essential functions contained in this Job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year to be in accordance with the current salary schedule and District Policies. Days employed in excess of the established work calendar shall be payable at the employee's regular daily rate.

EVALUATION

Performance of this position will be evaluated annually in accordance with provisions of the Board's policy on evaluation of certificated personnel.