

Waunakee Community School District

English as a Second Language (ESL) Teacher Job Description

Qualifications:

ESL License

Strong written and oral communication skills

Ability to maintain accurate records

Strong collaboration skills

Flexibility to work with multiple grade levels and content area teachers and students

Bilingual skills desirable but not required

Reports to: Building Principal(s) and Director of Student Services

General Responsibilities:

ESL teachers are the language experts in the buildings where they serve. Teachers are expected to evaluate, instruct, and improve English proficiency as well as serve as a resource to the school for English language concerns.

Essential Functions:

The ESL Teacher shall:

1. Use language teaching strategies to increase English proficiency for students who speak a language other than English at home.
2. Collaborate with and serve as a resource to classroom teachers to help EL students access academic content and grow language skills.
3. Advocate for the needs of the EL students.
4. Evaluate the language needs of students whose families speak a language other than English at home and recommend appropriate language support.
5. Administer a language screener to potential ELs as identified through the Home Language Survey.
6. Maintain accurate EL cumulative files and communicate changes to Student Services.
7. Develop and implement Individual Learning Plans (ILPs).
8. Participate in ongoing professional development, and attend PLC and department meetings.
9. Administer the ACCESS for ELLs assessment.
10. Serve as a liaison between the school and EL families, connecting them with school events.
11. Communicate language needs and progress of the ELs with classroom teachers, administrators and families.
12. Familiar with the current WI DPI EL Policy Handbook, WIDA Standards, and other program-specific documents, including programming guide and required forms.
13. Create a schedule that best meets the needs of the EL students.
14. Create individual language goals for students who benefit from language support.

Associated Functions:

1. Ability to function as a team member and independently.
2. Ability to interact effectively and communicate with others.
3. Support students in state and local standardized testing as indicated by their ILP.
4. Promote and contribute to EL PD opportunities within your school(s).
5. Perform other responsibilities as assigned by the building principal and/or Director of Student Services.
6. Promote a positive and professional image of the district at all times.

Adopted 6/2022