

## Teacher

**Position Title:** Teacher

**Salary/Pay Scale:** State Salary + local Supplement

**Requirements:**

Certified or eligible to become a certified Teacher

**Description:**

Certified Teacher through the NC DPI Must hold or be able to hold a Teaching License in the state of North Carolina department of Public Instruction.

**Application Procedure:**

INTERESTED PERSONS: Please complete the online application through the North Carolina Department of Public Instruction at <http://schooljobs.dpi.state.nc.us/Home>. Please send letter of interest and resume to Executive Director of Human Resources, Dr. Shamica Long-Lane at [slong@hertford.k12.nc.us](mailto:slong@hertford.k12.nc.us)

**Position Start Date:** 8/18/2016

### Specific Duties of an ESL Teacher

1. Work with individual students or small groups of students to reinforce learning of material or skills initially introduced by teachers.
2. Assist the teacher in devising special strategies for reinforcing material or skills based on an understanding of individual students, their needs, interests, and abilities; create and modify materials to match students' English proficiency levels.
4. Operate and care for equipment used in the classroom for instructional purposes. Help students master equipment used in the classroom.
5. Monitor student behavior and help maintain discipline in the classroom; record time out and in-class suspensions.
6. Constantly monitor the safety and well-being of students; monitor student attitudes and encourage self-esteem; notify the ESL teacher of any specific concerns.
7. Administer initial English Language Proficiency [ELP] tests county-wide to students from K-12, in addition to initial and annual ELP tests to pre-K students, as assigned. 7/23/2013
8. Assist students with limited English proficiency in understanding academic language, content, instructions, and expectations, under the direction of an ESL specialist.
9. Perform various clerical duties as needed, maintain records of student progress; develop and file incident reports; grade student papers; check daily attendance; make copies; develop classroom displays and instructional material; maintain and operate audiovisual equipment; maintain class files.

10. Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of teachers.
11. Strive to maintain and improve professional competence. Participate in development and support of the English as a Second Language program.
12. Serve as the chief source of information and help to any substitute teacher assigned in absence of the regular teacher.
13. Perform related duties and responsibilities as requested by the teacher, principal, and/or ESL Lead teacher.