

HYDE COUNTY SCHOOLS

English as a Second Language (ESL) Teacher

Under general supervision, plans, organizes and presents instruction and instructional environments which help students learn subject matter and skills that will contribute to their educational and social development. This employee will support the district's instructional program by identifying students of limited English proficiency, planning an appropriate developmental program for them and implementing instruction in accordance with state law and regulation as well as district curriculum.

Duties and Responsibilities

- Identifies students with limited English proficiency in accordance with state law and regulation as well as district policy by evaluation of available tests and observational data, by consultation with staff members, by reviewing relevant registration forms and by recommendations made by other personnel.
- Uses appropriate standardized test instruments, informal diagnostic tasks, and observations to assess the academic strengths and weaknesses of students referred for services.
- Develops instructional goals and specific instructional objectives for each student selected for the ESL Program.
- Selects appropriate instructional materials and media to achieve the goals and objectives specified for each student under his/her care.
- Provides learning experiences and teaches the course of study prescribed by the District approved curriculum.
- Develops and uses instructional materials suitable for verbal and/or visual instruction of students with a wide range of mental, physical and emotional maturity.
- Provides individual and group instruction designed to meet individual needs and motivate students.
- Establishes and maintains standards of student control required to achieve effective participation in all activities.
- Evaluates academic and social growth of students and keeps appropriate records.
- Provides appropriate instruction and activities for students to meet school/district policies, goals, and objectives.
- Communicates with parents through a variety of means.
- Holds parent conferences to discuss the individual student's progress and interprets the school program.
- Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude and learning problems.
- Creates an effective environment for learning through functional and attractive displays such as bulletin boards, interest centers, etc.
- Maintains professional competence through in-service education activities provided by the district and/or professional growth activities and university courses.
- Participates cooperatively with the appropriate administrator to develop the method by which s/he will be evaluated in conformance with district guidelines.
- Cooperates in school-wide supervision of students during out-of-classroom activities.
- Participates in faculty and/or district committees and the sponsorship of student activities.
- Diagnoses the English needs of pupils and selects or develops the appropriate materials to meet their needs.
- Teaches Language Arts to non-native English speaking pupils utilizing courses of study adopted by the Board of Education as well as other appropriate learning activities.
- Instructs pupils in basic communication skills to facilitate their transition into the regular instructional program.
- Provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil to the extent possible.

- Provides an appropriate physical and psychological environment to establish and reinforce attitudes and social skills useful in the regular program.
- Stimulates the development of positive self-images and ethnic pride in pupils.
- Cooperates with site staff members in assessing and helping pupils solve attitude and learning problems.
- Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the district.
- Evaluates each student's performance and growth in knowledge and understanding, and prepares progress reports.
- Performs other related work as required.

Knowledge, Skills and Abilities

- Must be able to use a variety of equipment and classroom tools such as computers, copiers, calculators, pencils, scissors, and equipment for children, etc.
- Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics of data, people or things.
- Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.
- Requires the ability to read a variety of correspondence, reports, handbooks, forms, lists, etc.
- Requires the ability to prepare correspondence, simple reports, forms, instructional materials, etc. using prescribed format.
- Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.
- Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including medical, legal and counseling terminology.
- Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.
- Ability to meet the needs of all learners.
- Ability to manage instructional time.
- Ability to manage student behavior.
- Ability to consult with parents, teachers and the community to enhance the learning of students.
- Ability to monitor student performance.
- Understands the growth and development of assigned students.
- Understanding of second language acquisition.
- Ability to interact within the educational environment.
- Ability to perform non-instructional duties as assigned.
- Experience with Professional Learning Communities (PLCs).
- Experience with Smartboard© and other forms of technology.
- Understands and implements content-based instruction.

Physical Requirements

- While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; talk or hear. The employee occasionally required to sit and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee must occasionally lift and/or move up to 10 pounds. Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up 20 pounds of force constantly to move objects.

- Must possess the visual acuity to prepare data, work with record processes, and do extensive reading and research.

Minimum Training and Experience

- Master's Degree in English as a Second Language, preferred.
- Bachelor's degree (including all courses to meet credential requirements) from a regionally accredited college/university.
- Licensed as a Spanish Teacher (00521), preferred.
- Licensed in 00110 or eligible for license.

Salary: North Carolina Teacher's Salary Schedule (www.ncpublicschools.org)

This Position Reports Directly to: Principal

FSLA 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 perform this job.