

SITE ENGLISH LEARNER RESOURCE TEACHER

PRIMARY FUNCTION:

Under the immediate supervision of the site administrator, and as a member of the school staff, shall provide appropriate instruction and guidance to English Learner students assigned to him/her consistent with the California Standards for the Teaching Profession, the California Academic Content Standards, the course of study, instructional materials and methodologies adopted by the Board. Shall provide staff development in the area of English Learners to site personnel. Shall work with other District employees and parents in creating an overall school environment conducive to learning for the students in the District.

Professional Responsibilities

1. Compile and analyze data as required for documentation and program planning.
2. Comply with state and federal guidelines regarding implementation of English Learner Services.
3. Maintain accurate grades and assessment records for students assigned him/her.
4. Maintain awareness and understanding of current educational trends and developments through professional literature, by attending conferences, and site and District meetings.
5. Maintain personal standards of grooming compatible with the contract.
6. Maintain standard of promptness in carrying out assignments.
7. Meet obligations as specified by the Education Code and Board Policy.
8. Participate in District and department activities such as ELL Resource Teacher meetings and Professional Learning Community work.
9. Participate in school and community-related activities such as PTA, School Site Council and ELAC meetings.
10. Share responsibility for effective operation of the school program.

ESSENTIAL FUNCTION:

Instructional

1. Assess and document students' academic and social growth; keep appropriate records; collect and analyze student data; and prepare progress reports consistent with District/school requirements.
2. Assist principal with planning and facilitation of ELAC parent meetings.
3. Create and implement a classroom management plan that includes positive behavior supports needed to achieve an engaging and safe learning atmosphere in the classroom.
4. Prepare and utilize lesson plans and instructional materials and strategies appropriate for the readiness and maturity of the English Learners. Such materials including the plan book, seating chart, class list, assigned duties and schedules, shall be available to the substitute teacher.
5. Provide daily instruction consistent with assignment utilizing the State Academic Content Standards, the course of study, District objectives for English Learners and appropriate materials and activities provided by the Board.
6. Provide staff development such as modeling lessons (e.g., GLAD, SDAIE), peer coaching and assistance with Universal Access Time.
7. Support site principal in school's implementation of District's English Learner Master Plan.

Other Duties and Responsibilities

Under the direction of his/her supervisor, the EL teacher may be assigned to:

1. Administer standardized tests in accordance with the District and school testing program.

2. Cooperate with District offices in distributing and collecting paperwork to facilitate communication and adhere to laws and/or policies.
3. Provide training for, and plan and coordinate the work of paraprofessionals and as requested by the supervisor, participate in the selection of these employees.
4. Select books, instructional aids, materials and supplies for his/her classroom, and curriculum development programs; maintain required inventory records.
5. Supervise students during out-of-classroom activities during the assigned working day.

QUALIFICATION STANDARDS:

Ability – Above average recommendations from supervisors or other professionals who have observed the teacher’s personal characteristics, scholastic attainment and professional performance.

EXPERIENCE:

Successful completion of student teaching program; three years of successful teaching of EL students preferred.

EDUCATION/CREDENTIALS:

Bachelor’s degree, including all courses to meet credential requirements. Credential(s) to meet the requirement of the assignment as established by state and local governing boards. BCLAD preferred.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Oral and written English communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Establish and maintain cooperative and effective working relationships with others.
- Maintain confidentiality and use discretion.

WORKING CONDITIONS:

Environment:

- Indoor and outdoor work environment.
- Driving between sites.

Physical Abilities:

- Bending at the waist, kneeling or crouching to assist students.
- Following training, restrain students who are physically aggressive.
- Hearing and speaking to exchange information and make presentations.
- Hearing to respond to discrete differences in sounds.
- Lifting books, materials and equipment to execute lessons and presentations.
- Seeing to read, prepare and review a variety of activities and to monitor student activities.
- Sitting or standing for extended periods of time.
- Walking extended lengths to move around campus.

Hazards:

- Potential exposure to communicable diseases and contact with blood and other body fluids.
- Potential exposure to physical injury from aggressive behavior.