

# Washington West Supervisory Union

## Job Description

**JOB TITLE:** English Language Learner (ELL) Teacher

**FLSA STATUS:** Exempt

**UPDATED:** FY 2014

### **POSITION OBJECTIVES:**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned.

#### **Linguistics/Language Acquisition**

- Demonstrates knowledge of the linguistic structures of the English language (phonology, morphology, syntax, lexicon and discourse) and their relationship to academic language and content learning.
- Demonstrates knowledge of an ability to apply current theories of first and second language acquisition across different age and developmental levels and diverse cultural groups.
- Demonstrates knowledge of second language acquisition through personal experience of having learned another language.

#### **Linguistic/Cultural Diversity**

- Demonstrates knowledge of how cultures and the acculturation process impact students' perceptions, learning styles, and affective needs.
- Demonstrates knowledge of the history and contributions of various cultural and ethnic groups in the U.S.
- Demonstrates ability to recognize and address prejudice and cultural bias in teaching materials and school environments.
- Demonstrates ability to involve linguistically and culturally diverse parents in their children's schooling.

#### **Assessment**

- Demonstrates knowledge of and ability to implement appropriate procedures for identification, screening, assessment and monitoring of ESL students' progress.
- Demonstrates ability to select, administer, and interpret developmentally appropriate, nondiscriminatory procedures and instruments for assessing English language proficiency and content skills.
- Demonstrates knowledge of how to work with interpreters/translators to assess students' native language and content skills.
- Demonstrates ability to distinguish between developmental stages of second language acquisition and possible language/learning disorders.

#### **Methodology and Curriculum Development**

- Demonstrates knowledge of and ability to use a variety of instructional approaches, techniques and activities for teaching listening, speaking, reading, writing and cognitive skills appropriate to students' age and developmental levels, language proficiency levels, learning styles, cultural and experiential backgrounds.
- Demonstrates knowledge of basic curriculum content and ability to integrate language objectives with appropriate grade-level content.
- Demonstrates ability to design and adapt instructional materials and curricula.
- Demonstrates knowledge of and ability to use a variety of grouping strategies, including whole-class, individualized instruction, pair work, cooperative learning groups, small group instruction.

#### **Program Planning, Consultation, and Coordination**

- Demonstrates knowledge of federal and state legal requirements and guidelines relevant to the education of ESL students.
- Demonstrates knowledge of the history, philosophy, and practice of various ESL program models.

- Demonstrates ability to consult with classroom teachers on how to: integrate students socially and academically; adapt language and content instruction and materials; as well as assess students' progress.
- Demonstrates ability to collaborate with other instructional staff, support staff, and interpreters/translators to plan and implement educational programs.

**SUPERVISION RECEIVED:** Reports to and receives general administrative direction from the building principal and/or the Director of Curriculum and Instruction.

**SUPERVISORY RESPONSIBILITIES:** Assists with the training, planning, and directing the activities of assigned para-educators; plays an advisory role in evaluation, hiring, and continued employment.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- **Education and Experience.** Bachelor’s degree and working knowledge of Vermont’s Framework of Standards required, plus three to four years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired.
- **Certifications and Licenses.** Hold or is eligible to hold a Vermont Professional Educator’s License with a valid ESL Endorsement (Level II preferred), plus meet all the basic competencies and qualifications of the endorsement(s) as listed in the Regulations Governing the Licensing of Educators and the Preparation of Educational Professionals.<sup>i</sup>
- **Language Skills.** Ability to read, analyze, and interpret common educational and technical journals, periodicals and procedures, and regulations. Ability to respond to common inquiries or complaints from parents, regulatory agencies, or members of the community. Ability to write reports, business correspondence, and procedure manuals that conform to school/district standards or regulations. Ability to effectively present information to and respond to questions from administrators, parents, peers, board members and the general public.
- **Mathematical/Reasoning Skills.** Ability to interpret and use test results by applying math concepts such as standard error of measurement, bands of confidence, standard scores, and percentiles. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Computer Skills and Experience.** Good basic computer skills and experience with word processing programs required. Experience with Microsoft Office helpful.
- **Communication & Interpersonal Skills.** Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies.

**PHYSICAL EFFORT AND STRESS:** Under most circumstances, while performing the duties of this job, the employee is frequently required to stand; walk; and sit. The employee is regularly required to see, talk and hear. The employee is regularly required to use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; climb steps; stoop, kneel, or crouch. The employee must occasionally lift, carry, move and/or restrain school-aged students. Employee is regularly required to handle stressful situations and resolve conflicts. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORKING CONDITIONS:** While performing the duties of this job, the employee is occasionally exposed outside weather conditions. The noise level in the work environment is usually quiet to moderate.

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 This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to

the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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<sup>i</sup> May be found on the Vermont Dept. of Education website <http://www.state.vt.us/educ/license/index.htm>