

Washington West Supervisory Union Job Description

JOB TITLE: English Language Learner (ELL) Tutor

FLSA STATUS: Non-Exempt

UPDATED: FY 2014

POSITION OBJECTIVES: To tutor Limited English Proficient (LEP) students in English as a Second Language.

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

- Plan and prepare lessons, in conjunction with the ELL Coordinator:
 - choose materials at appropriate levels for students;
 - prepare lesson plans and objectives;
 - research and/or create instructional materials as needed.
- Provide direct instruction to students:
 - tutor students individually or in groups, under the direction of the ELL Coordinator;
 - conduct credit-bearing and non-credit bearing ELL classes;
 - plan and lead field trips;
- Informally advise and counsel students regarding a wide range of personal problems and concerns, particularly those stemming from foreign-born students' adjustment to a new society and culture.
- Assess students' progress, preparing written documentation as required. Recommend for mainstreaming or retention in ELL Program.
- Meet with parents, independently or with ELL Coordinator/Principal, to discuss students' progress and needs, explain the ELL curriculum, and so forth.
- Meet regularly with ELL Coordinator and/or Principal to plan, coordinate and evaluate instructional activities, review student progress, consults about special problems, and the like.
- Perform a variety of general advocacy functions on behalf of LEP students.
- Other related duties as assigned.

SUPERVISION RECEIVED: Reports to, supervised by, and receives direction from the Principal overseeing English Language Arts. Evaluated by the Principal overseeing English Language Arts with input from the ELL Coordinator. May receive some direction from the ELL Coordinator.

SUPERVISORY RESPONSIBILITIES:

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

- Bachelor's degree in foreign language or other appropriate discipline, with several years of directly related training/experience in teaching English as a foreign language, or a minimum of two years of higher education and experience from which comparable knowledge and skills are acquired.
- Good technical skills in teaching English as a second language, with Advanced Certificate or MA in TESL desirable.
- Good basic teaching skills in reading, English or a foreign language. Secondary school experience desirable.
- Good general knowledge of foreign cultures, and common differences from American culture. Experience living abroad desirable.

- Ability to deal effectively with parents, school staff, students, and others, requiring tact and good judgment in carrying out the advocacy functions of the job.

PHYSICAL EFFORT AND STRESS: Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, and feel; and talk and hear. The employee is occasionally required to climb. The employee is regularly required to drive. Ability to effectively handle stressful situations and resolve conflicts.

WORKING CONDITIONS: While performing the duties of this job, the employee is frequently exposed to 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.