

## Auburn-Washburn USD #437 Job Description

**Job Title:** Teacher, English Language Learner (ELL)

**Job Code:** 2430

**Reports To:** K-12 Instructional Coordinator

### Summary

Auburn-Washburn educators of ELL students demonstrate a commitment to learning for all students by maintaining organized, child-centered classrooms, by presenting content-rich and standards-based lessons and activities, by meeting individual needs through the use of assessments and data, and by using a variety of instructional strategies that are reflective of current best practices and research.

The ELL teacher maintains, organizes, and administers ELL programs, activities, and curricula.

### Essential Duties and Responsibilities

- Prepares instructional materials for ELL students
- Assists the classroom teacher in individualizing instruction for ELL students
- Works with individual students and small groups
- Provides an individualized language acquisition program for each student
- Communicates with parents regarding student's progress, fosters positive school/home relationships, and suggests home activities that will enhance the child's success in school
- Helps the classroom teacher locate translating and interpreting services
- Communicates high expectations to all learners
- Seeks, listens, and responds appropriately to suggestions, requests, and concerns
- Incorporates use of appropriate technology
- Effectively implements the district-adopted curriculum
- Develops lesson plans by incorporating effective lesson design
- Uses a variety of research-based instructional practices and current resources that support instructional goals and student needs
- Models and facilitates higher-order thinking, problem solving, creativity, and flexibility
- Routinely integrates a variety of informal and formal assessments into instruction
- Uses a variety of data in making instructional decisions
- Makes students aware of assessment standards/learner expectations
- Assists students in developing self-assessment skills
- Maintains up-to-date records of student progress
- Creates a positive, inviting, and safe learning environment
- Develops, models, and practices procedures and routines
- Communicates realistic and consistent expectations for student behavior and applies appropriate consequences
- Demonstrates conflict resolutions skills
- Models enthusiasm for learning and teaching
- Treats students, patrons, and colleagues with dignity and respect
- Maintains confidentiality
- Uses monitoring techniques to facilitate learning

- Establishes and maintains standards of pupil behavior needed to achieve effective participation in activities and learning experiences
- Demonstrates knowledge of how subject matter/disciplines are integrated
- Demonstrates how subject matter is organized
- Communicates effectively and promotes positive interpersonal relationships
- Creates an effective environment for learning through functional and attractive displays, and interest centers
- Administers group standardized tests in accordance with district testing program
- Administers, scores, and interprets individual diagnostic tests and local and state assessments
- Determines from the diagnostic tests the potential, the instructional level, and the strengths and weaknesses of the student's performance
- Submits an end-of-year report and other information requested
- Supervises pupils in out-of-classroom activities during the assigned working day
- Supports the District's educational mission for all students and implements all Board regulations and policies in a fair and equitable manner
- Performs other tasks and assumes other responsibilities as the superintendent or designee may assign

### **Supervises**

Staff members designated by the Board of Education, superintendent, or immediate supervisor

### **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Certificates/Licenses/Endorsements/Registrations**

Kansas teaching license required  
Required endorsements

#### **Education and/or Experience**

Bachelor's degree required

#### **Language Skills**

Ability to read, analyze, and interpret general educational reports, professional journals, technical procedures, and regulations. Ability to effectively present information and respond to questions from groups and individuals. Ability to write clearly; keep detailed records; effectively produce reports, letters, and memoranda; and to carry out complex tasks. Ability to communicate clearly and concisely both in oral and written form.

## **Mathematical Skills**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

## **Reasoning Ability**

Ability to solve practical problems and to deal with a variety of variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **Professional Conduct**

Employee is required to maintain a high standard of professional conduct. Breach of said professional conduct includes, but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to district policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

## **Physical Demands**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is frequently required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to interact with staff and to meet demands from several people. The employee is responsible for the work output of others. On occasion, the employee may be required to work extended hours.

## **Work Environment**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate

## **Evaluation**

Performance of this job will be evaluated in accordance with provisions of the Auburn-Washburn Board of Education policies

## **Terms of Employment**

Salary and work year to be established by the Auburn-Washburn Board of Education

**Date Approved by the Auburn-Washburn #437 Board of Education:** August 1, 2005