

Union Public Schools Job Description

Position Title: English Learner Teacher Lead 9th-12th Grades
Department: Teaching and Learning
Reports To: Site Administrator and Director of English Learner Program

FLSA Designation: Exempt

SUMMARY: To coordinate the EL (English Learner) Program 9th-12th in a manner that will help students learn the English language so they can better understand classrooms assignments and daily activities. Additionally, through collaboration and co-teaching, instruct students in activities designed to promote social, physical, and intellectual growth in the **content areas** and skills that will contribute to their development as mature, able and responsible men and women.

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

- Works with the EL District-wide Trainer and teachers to establish the curriculum, scope and sequence for the EL Program.
- Coordinates student placement in EL classes and acts as a liaison with principals and regular teachers concerning scheduling.
- Works with the EL District-wide Trainer and teachers to select appropriate materials and instructional delivery practices.
- Coordinates LEP (Limited English Proficiency) testing and distribution of results.
- Works with the EL District-wide Trainer to collect LEP and bilingual enrollment data.
- Maintains appropriate translation/interpretation resources available to assist with classroom, office and special education needs.
- Provides on site professional development concerning LEP, EL and bilingual education to staff and parents.
- Maintains data and prepares documents concerning child counts, programming, student progress, and others as assigned.
- Maintains contact with all site principals, counselors and teachers with students in the program.
- Teaches District approved curriculum.
- Creates an environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Plans and collaborates with classroom teachers to ensure students' learning objectives are being met.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Guides the learning process toward the achievement of curriculum goals and in harmony with the goals establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports.
- Encourages students to set and maintain standards of classroom behavior.
- Maintains accurate, complete, and correct records as required by law, District policy, and administrative regulations.
- Accessible to students and parents for education-related purposes outside the instructional day.
- Works well with both supervisors and other members of the team.

- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SPECIAL CONSIDERATIONS:

Provide EL students with appropriate learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable ELL students to develop competencies and skills to function successfully in society. Assist with implementation of English Learners program delivery for 9th-12th.

- Attend scheduled meetings with EL Department.
- Attend staff development, disseminate information and serve as a trainer of teachers during district workshops.
- Model ELD lessons, EL teaching strategies and scaffolds, and effective classroom management.
- Meet with teachers on a regular basis to document language accommodations, strategies and processes being used for struggling EL students.
- Maintain accurate records as required to support Title III federal funding and compliance.
- Prepare lessons that reflect accommodations for differences in EL student learning needs.
- Plan and use appropriate EL instructional and learning strategies, activities, materials, and equipment that reflect understanding of the language needs of students assigned.
- Work cooperatively with special education teachers to modify curricula as needed for EL students that are served through special education according to guidelines established in the Individual Education Plans (IEP).
- Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
- Plan and supervise assignments of Title III para(s).
- Use technology to strengthen the teaching/learning process.
- Work with counselors and faculty to transition ELs from 9th to High School.
- Student Growth and Development:
 - Help EL students analyze and improve study methods and habits.
 - Actively monitor students on consultation; monitor and respond to teacher concerns for students FEP 1-4.
- Establish and maintain open lines of communication by conducting conferences with parents, students, principals and teachers.
- Maintain a professional relationship with colleagues, students, parents, and community members.
- Use effective communication skills to present information accurately and clearly.
- Keep informed of and comply with state, district, and school regulations and policies for classroom teachers.
- Compile and maintain digital reports, records, and other EL documents required to meet State and Federal compliance guidelines.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES: Students

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

EDUCATION and/or EXPERIENCE: Bachelor's Degree. ESL certification.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate required. ESL certification.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

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 regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

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 this environment is quiet to loud depending upon the activity in the particular part of the day and location.