

# Somerset County Public Schools

## Job Description

**Job Title:** English for Speakers of Other Languages Teacher  
**Department:** Instruction  
**Reports To:** Building Principal and ESOL Coordinator  
**FLSA Status:** Exempt  
**Prepared By:** Lisa Forbush/Beth Whitelock  
**Prepared Date:** 12/28/09  
**Approved By:** **Board of Education**  
**Approved Date:** **03/16/2010**

### **I. Summary**

Is responsible for assisting students in obtaining English Language Proficiency resulting in academic success by implementing instruction in a manner consistent with the goals and mission of Somerset County Public Schools including understanding, modeling, developing, selecting and modifying instructional plans and materials to meet the needs of the students. Individual will assist students in making the cultural and linguistic transition as smoothly as possible by enhancing knowledge of social, academic and cultural practices.

### **II. Essential Duties and Responsibilities include the following:** Other duties may be assigned by the Building Principal, ESOL Coordinator, or other official in Administration.

- Provides rigorous and appropriate instruction in Language Acquisition to ELL students that supports the acceleration of English speaking, listening, writing, and reading skills and appropriate academic content and is aligned with the Maryland English Language Proficiency State Curriculum and correlating Grade level/Content Specific Maryland State Curriculum.
- Assesses all ELL students for ELL Program eligibility utilizing the approved ELL MSDE screening instruments.
- Analyzes data to target instruction, enhance student learning, and to inform recommended effective teaching practices.
- Assists teachers and school leadership teams in utilizing, analyzing and reporting on a variety of on-going, instructionally based assessment approaches to inform and differentiate instruction.
- Implements all the procedures of the ELL Program as prescribed by MSDE and SCPS.
- Maintains appropriate and required documentation on every ELL and RELL student such as the ELL Program Student Folder.
- Makes recommendations to mainstream and informs staff about the types of accommodations, adaptations, special resources, courses, classes and classroom adjustments that are appropriate for each ELL student. Maintains appropriate documentation supporting the recommendations.

- Makes recommendations about the appropriate accommodations for all types of formal assessment through an ELL Review Committee and communicating those recommendations to parents and staff. Maintains appropriate documentation supporting the recommendations.
- Serves as second language specialist by maintaining a high knowledge base of the latest research, laws, most effective practices, and issues in the field.
- Serves as liaison between the ELL student, his/her family and the school, especially with respect to cultural and language differences, and providing cross-cultural information to all parties that foster positive relationships.
- Provides an interpreter for student and family as required.
- Monitors ELL students' progress in all aspects of their academic schedule and their participation in all school activities and programs and promotes or advocates for their participation as appropriate.
- Provides on-going staff development as is necessary and/or requested on the second language acquisition and acculturation processes, strategies, accommodations, the latest research, and most effective practices in teaching English Language learners.
- Serves as a consultant for purposes of referrals to other programs such as Content related interventions, Special Education, Gifted and Talented, extended programs, extra curricular activities and others to assure fair representation of ELL students.
- Participates in intra-school staff development opportunities that enhance the knowledge of the mainstream curriculum and issues in order to know how those relate to ELL and how to adapt or incorporate them into ELL instruction.
- Participates in all meetings within a school where representation of ELL is needed and appropriate such as school councils, grade level, curriculum, etc.
- Maintains on-going communication with all mainstream teachers of the ELL students and maintains a positive, nurturing, collaborative and consultative-type relationship.
- Coordinates the work of any ELL teaching assistant and tutors as assigned.
- Serves on after school committees voluntarily and at recommendation of building principal.

### **III. Qualifications**

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.

#### **A. Education and/or Experience**

Bachelor's degree (B.A.) from a four year college or university in an applicable educational field and at least three (3) years of successful classroom teaching experience. A Master's degree from an accredited institution in TESOL is preferred.

#### **B. Certificates, Licenses, Registrations**

Current Maryland State Teaching Certificate with ESOL certification area. An Advanced Professional Certificate is preferred.

#### **C. Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional and trade journals, technical procedures, or instructional textbooks and instructional aides. Ability to write reports, detailed lesson plans, educational standards and procedure manuals as directed. Ability to effectively present information and respond to questions from groups of students, teachers and administrators.

#### **D. Mathematical Skills**

Ability to calculate figures and amounts such as percentages and averages. Ability to apply concepts of basic algebra and geometry.

#### **E. Reasoning Ability**

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.

#### **F. Computer Skills**

To perform this job successfully, an individual should have knowledge of Project Management software; Spreadsheet software and Word Processing software. Pursues training and development opportunities to expand technology knowledge.

#### **G. Other Skills and Abilities**

Ability to teach all age learners. Inspires and motivates others to perform well; Accepts feedback and criticism. Must be able to prioritize and plan work activities; Use Time efficiently; and set goals and objectives. Must be dependable. Must possess leadership qualities and good interpersonal skills and have ability to motivate persons of diverse backgrounds. Keeps abreast of changes and development in the profession by joining professional organizations, attending professional meetings, reading professional journals and other publications. Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

#### **H. Other Qualifications**

Must be able to travel to all schools in the County. Must be willing and able to travel to several out of town and overnight meetings and trainings.

#### **IV. 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. Reports potentially unsafe conditions; Uses equipment and materials properly.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and use hands to finger, handle, or feel. The employee is occasionally required to sit 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, color vision, peripheral vision, depth perception and ability to adjust focus.

#### **V. 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.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.