

## **FAIRFIELD CITY SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**TITLE:** English Learner Teacher

**REPORTS TO:** Principal of assigned building unless designated otherwise

**EMPLOYMENT PERIOD:** 184 days

**ASSOCIATION REPRESENTATION:** FCTA

**CIVIL SERVICE STATUS:** Unclassified

#### **QUALIFICATIONS:**

1. Must hold a valid Ohio appropriate certificate/license for the assigned position as required by state standards. An additional Teaching English to Speakers of Other Languages (TESOL) endorsement is preferred.
2. Shall hold at least a Bachelor's degree in an appropriate field from an accredited college or university.
3. Shall have successfully completed the designated number of years of experience if required.
4. Must provide an acceptable FBI and BCI report.
5. Must have the ability to travel to more than one work location in the course of a workday if assigned to a traveling position.
6. Must have proficient level of knowledge in a chosen academic area/field and of teaching methodology.
7. Must possess demonstrated ability to work cooperatively and effectively with others.
8. Must possess demonstrated ability to communicate clearly and effectively with others.
9. Must possess demonstrated skills of organization and problem solving.
10. Must possess demonstrated ability to establish and maintain rapport with students.
11. Must exhibit professional behavior and sound judgement.
12. Must possess demonstrated commitment to serve as an ethical, positive role model.

#### **GENERAL DESCRIPTION:**

Support students with their English language acquisition through the four language domains: listening, speaking, reading, and writing. Facilitate student learning by identifying and understanding individual characteristics of the English Learner (EL) students taught, and providing instruction in subject matter accordingly. Diagnose, assess, and remediate student performance. Manage the classroom by organizing it to stimulate learning, focus on success, and foster discipline. Present self as a mature, professional educator and serve as a positive role model. May supervise others as

designated by the principal, e.g., student teachers, EL tutors, aides, volunteers and appropriate others.

### **ESSENTIAL FUNCTIONS:**

1. Plan a program of study that demonstrates knowledge of the subject matter, incorporates best practices, is coherent, and leads to the mastery of desired learning outcomes.
2. Plan a program of study that meets the individual needs, interests and abilities of the English Learners (EL), and leads to the mastery of desired learning outcomes.
3. Demonstrate knowledge of the unique characteristics of the English Learners in the building who have qualified for ESL services.
4. Develop a coherent instructional plan which guides the learning process toward the achievement of course of study goals and establishes clear objectives for all lessons, units, projects, and other instructional activities. Clearly communicate such goals and objectives to students and parents.
5. Demonstrate knowledge of resources by planning to use a variety of best practices, sound instructional techniques, activities, and media consistent with the needs and capabilities of the individuals and/or student groups assigned (e.g. Total Physical Response (TPR), Sheltered Instruction Observation Protocol (SIOP), and explicit vocabulary instruction.)
6. Diagnose the learning needs of students on an on-going basis. Use assessment data to promote mastery of designated learning outcomes, and to plan appropriate intervention.
7. Prepare appropriate daily/weekly written lesson plans based on the course of study for all classes taught.
8. Establish a professional level of rapport with students. Create a classroom environment that is conducive to learning, respectful of others, and appropriate to the maturity and interests of the students.
9. Demonstrate genuine respect for the worth and dignity of each student.
10. Demonstrate the ability to impact students in a positive manner by promoting self-esteem, self-discipline, and good citizenship. Serve as a positive role model for student in how to conduct themselves as responsible, intelligent human beings.
11. Establish and maintain a standard of classroom behavior and procedures consistent with building regulations and Board of Education policy. Maintain order in the classroom in a fair and just manner. Encourage students to exhibit behavior consistent with set standards.
12. Implement all policies and rules governing student life and conduct, not only in assigned classes, but in all aspects of school life and in all realms of employment.
13. Take all necessary and reasonable precautions to ensure student safety, and to protect equipment, materials, and facilities.
14. Demonstrate the ability to instruct all students in a setting where multiple ethnic groups, cultures and ability levels are found.
15. Communicate clearly and accurately in both written and oral forms in all aspects of instruction and employment.
16. Motivate and engage all students in learning activities.

17. Employ a variety of best practices, sound instructional techniques and activities, and relevant and appropriate media consistent with the needs and capabilities of the individuals and/or student groups assigned. Use a variety of questioning and discussion techniques.
18. Assess the achievement of students on a regular basis. Use assessment data to adjust lessons in response to students' English language acquisition; provide appropriate intervention for students; and provide accurate, substantive, and constructive feedback to students and/or parents in a timely manner.
19. Demonstrate flexibility and responsiveness in adjusting to changes, and reliability in carrying out responsibilities.
20. Implement by instruction and action all policies of the Board of Education and the district's philosophy of education and instructional goals and objectives.
21. Meet and instruct assigned class (es) in the location(s) and at the times designated.
22. Meet all time responsibilities punctually.
23. Meet attendance expectations for a professional educator.
24. Give active reflection to each class taught, and make adjustments as needed.
25. Provide lesson plans, schedules, description of duties, and clear instructions for a substitute teacher.
26. Maintain accurate, complete, and correct records as required by law, district policy and/or administrative regulations.
27. Prepare and provide data for progress reports and report cards as required.
28. Maintain respect at all times for confidential information (student grades, student information other than directory information, and so forth).
29. Establish and maintain positive communication with parents of assigned students. Make provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms. Endeavor to respond to parent communication within 24 hours.
30. Establish and maintain a positive working relationship with administration and colleagues.
31. Attend staff meetings and serve on committees as required. Interact at the district level with district administrators and present information when required.
32. Seek the assistance of district specialists as appropriate in assessing and addressing student health, behavioral, and learning problems.
33. Maintain good public relations by personal appearance, attitude, and conversation. Contribute to an enhanced perception of the district by those with whom you come into contact.
34. Assume the legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.
35. Observe ethics of the teaching profession. Exhibit professional behavior, emotional stability, and sound judgement.
36. Strive to maintain and improve professional competence. Seek membership in education-related professional organizations.
37. Strive to improve in all components of the Ohio Teacher Evaluation System (OTES) Teacher Performance Evaluation Rubric.
38. Assume other duties as assigned by the Superintendent or designee.

**OTHER DUTIES:**

The essential functions listed in this job description reflect the general duties and principal functions of the job but are not a detailed description of all the duties which may be inherent in the job.

**WORKING CONDITIONS:**

1. Potential occasional exposure to blood or other body fluids.
2. Possible interaction with unruly students and/or adults.
3. May have to travel from building to building in inclement weather.
4. May be assigned to monitor student conduct.
5. May occasionally be assigned to evening work.

Adopted: November 16, 2017

Revised: June 24, 2021