

Job Description **Bilingual New Arrivals Teacher**

General Statement:

The Connecticut State Board of Education (CSBE) believes that high-quality, comprehensive and effective English as a Second Language (ESL) and bilingual education programs are essential to acquire English language proficiency and academic proficiency for students who are English Learners (ELs). EL Teachers work under Section 10-17e(3) of the C.G.S. This statute defines an ESL program as "a program that uses only English as the instructional language for eligible students and enables such students to achieve English proficiency and academic mastery of subject matter content and higher order skills, including critical thinking, so as to meet appropriate grade promotion and graduation requirements."

Bilingual New Arrivals is a program option for students in grades one through twelve who have been in the U.S. for one year or less, come from a Spanish language background, and are identified as a Student with Limited or Interrupted Formal Education (SLIFE). Students attend the program from a minimum of ten weeks to a maximum of one year, with the possibility to apply for a 10 month extension. Using TESOL methodologies, and taught in English, the program provides students with an intensive English language course of study in addition to following the content-area curriculum with support provided in Spanish. Spanish literacy skills are also taught in the program.

Bilingual New Arrivals teachers work with students in a multi-grade environment, developing Basic Interpersonal Communication Skills (BICS) in English while developing content appropriate vocabulary using Spanish as a resource. The program is specifically designed to support Spanish speaking students who have gaps in their formal education and are two (2) or more years behind academically.

Educational programs for ELs are regulated by the Every Student Succeeds Act, Title I and Title III. The Bilingual New Arrivals teacher is a part of the SPS EL Department and receives supervision from building administration and technical assistance from the Coordinator of English Learners (EL).

Major Responsibilities:

- Provide instruction for students who are eligible for and have chosen to receive Bilingual services
- Use Mainstream curriculum as a tool for the program
- Provide expertise to building principal and Coordinator of EL in planning and implementing programs which address the needs and abilities of the identified EL student population
- Maintain appropriate documents on assessment of students
- Regularly assess students to determine progress in language acquisition and eventual exit from the program
- Consult with classroom teachers as appropriate to support partial mainstreaming
- Act as a resource to teachers who are including students in their mainstream classrooms in developing differentiated strategies for students with limited proficiency in English
- Assist in the annual assessment of identified EL students as mandated by State and Federal statutes
- Communicate with parents/guardians
- Assist the Coordinator of EL in maintaining records and reports as requested by local, state or federal agencies
- Work with building administration to develop reasonable schedules for students
- Performs additional duties as assigned.

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Qualifications:

- CT CSDE certification endorsed for:
 - Teaching English to Speakers of Other Languages (TESOL), PK–12 (111) **AND** Bilingual Education as appropriate for the grade levels:
 - Bilingual, Pre-K – Grade 12 (009)
 - Bilingual Elementary Education, Pre-K – Grade 8 (902)
 - Bilingual Secondary Content Area, Middle School or Grades 7-12 OR
 - Teaching English to Speakers of Other Languages (TESOL), PK–12 (111) with current enrollment or enrollment within 6 months in a graduate program leading to Teaching English to Speakers of Other Languages (TESOL), PK-12 (111) certification with completion within 3 years **AND** Bilingual Education as appropriate for the grade levels:
 - Bilingual, Pre-K – Grade 12 (009)
 - Bilingual Elementary Education, Pre-K – Grade 8 (902)
 - Bilingual Secondary Content Area, Middle School or Grades 7-12 OR
 - Teaching English to Speakers of Other Languages (TESOL), PK–12 (111) **AND** Spanish Language ability
- Experience working with EL students preferred
- Demonstrated excellence in teaching
- Superior organizational skills
- Demonstrated ability to work effectively with administrators, teachers, parents and students
- Superior communication skills (oral and written)
- Knowledge of and/or demonstrate the ability to learn and implement Operating Systems (i.e. Windows); Office suites (i.e. Microsoft Office, Google Docs); Presentation Software (i.e. PowerPoint, Keynote); Spreadsheets (i.e. Excel, Google Spreadsheets); Communication and Collaboration tools (i.e. Skype); Accounting Software (i.e. QuickBooks); Student Information Systems (i.e. Naviance, Power School); or any other technology deemed relevant for this position.

Board Approved April 28, 2020

Employee Signature

Date

Employee Name (Please Print)