

## Job Description – ESL Teacher

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**Primary Function:** Under the direction of assigned supervisor, helps reduce or eliminate academic, linguistic, behavioral, and social/emotional impediments that interfere with the individual student's ability to derive full benefit from district's educational program and supervises all phases of the campus program.

### Responsibilities/Duties:

#### Program Management

- Assists and guides teachers in observing, describing, and referring suspected and identified reading and/or linguistic disabilities/difficulties
- Works with principals, counselors, and/or teachers in the development of a schedule that would facilitate students receiving instruction to meet individualized needs
- Provides support in appropriate programs of instruction, monitoring, and assessment with fidelity to meet individual student's needs and remediate existing academic problems
- Keeps thorough, ongoing records for the individual student receiving academic interventions
- Collaborates with classroom teachers and other school staff members as needed to implement instruction and intervention by providing guidance for the student's daily activities and implementation of accommodations for students struggling or excelling
- Coordinates the assessment, identification and service planning processes for English Learners and the ESL program
- Provides professional learning/coaching on subjects to include strategies for English Learners
- Participates in RtI, 504 and ARD committee meetings as the member with knowledge of ESL curriculum and state assessment accommodations and requirements for English Learners
- Coordinates the compiling, maintaining, and filing of all reports, records, and other required documents for the Language Proficiency Assessment Committee (LPAC)

#### School Climate

- Maintains a positive and effective relationship with supervisors
- Complies with all district and local campus routines and regulations
- Effectively communicates with colleagues, students, and parents

#### School Improvement

- Develops and coordinates a continuing evaluation of the ESL program and implements changes based on findings

#### Student Management

- Develops and maintains effective individual and group relationships with students and parents
- Consults with parents, teachers, administrators, and other relevant individuals to enhance their work with students

#### Professional Growth and Development

- Develops needed professional skills appropriate to job assignment

- Demonstrates behavior that is professional, ethical, and responsible
- Stays abreast of changes in law, policies, procedures, and local guidelines related to ESL, English Language Proficiency Standards (ELPS) and LPAC

### **Other**

- Demonstrates behavior that is professional, ethical and responsible
- Maintains confidentiality
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned

### **Knowledge and Abilities:**

Knowledge of:

- Linguistic Accommodations
- Texas English Language Proficiency Standards (ELPS)
- General education curriculum and instruction
- Instructional Accommodations
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Methods of collecting and organizing data and information
- Operation of a computer and assigned software
- District and department policies and procedures
- Relevant federal and state laws and requirements

Ability to:

- Interpret data and evaluate overall effectiveness of academic interventions
- Organize and facilitate services
- Work independently with little direction
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Maintain regular and consistent attendance
- Develop, plan and organize daily operations
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Plan and organize work

**Education/Licenses/Experience:** Bachelor's degree required. Texas certification in appropriate grade level and/or content area. Texas certification in ESL.

### **Working Conditions:**

**Mental Demands:** Self-motivated, perform tasks with little or no supervision; work with frequent interruptions; able to manage multiple complex projects concurrently; maintain emotional control under stress; ability to communicate effectively (verbal and written); occasional prolonged or after hours work

**Physical Demands/Environmental Factors:** Lifting/Carrying - Move small stacks of textbooks, media equipment, desks, and other classroom equipment; frequent standing, bending/stooping, pushing/pulling, reaching; repetitive hand motions; prolonged use of computer; speaking clearly; occasional district-wide, statewide travel; work occasional irregular hours and prolonged hours.

**Calendar and Salary Range:** 187 work days. See current salary for Teacher.

**Revised:** 05.26.26

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The foregoing statements describe the general function and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Employee Signature

Date