



Mobile County PUBLIC SCHOOLS

Job Description Title – ESL TEACHER

POSITION SUMMARY

The English as a Second Language (ESL) Teacher, under the direction of the ESL Coordinator, will maintain and monitor the implementation of the ESL program at all assigned schools, including, but not limited to: Maintaining Federal Compliance, Providing Case Management, and Implementing Professional Development.

SUPERVISED BY/REPORTS TO: ESL Coordinator

FLSA Status: Exempt

LOCATION: This is an itinerant position in that depending on the ESL student population at particular schools, the employee may work at more than one school and may be in an Elementary or Secondary School setting.

QUALIFICATIONS

Required: Bachelor's Degree from an accredited college or university
Valid Alabama Teaching Certificate
Certification via ESOL Praxis
Alabama Driver's License

Preferred: Post-secondary degree in Elementary Education, Secondary Education-English/Language Arts, or English for Speakers of other Languages (ESOL)
Bilingual
Experience working with bilingual populations
Experience with Trauma Informed Practices and/or SEL Strategies

LANGUAGE SKILLS:

Ability to communicate in English, both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one and small group situations to students, parents, and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as the Alabama Course of Study, safety rules, Individual Education Plans (IEPs), operating and maintenance instructions, procedure manuals, governmental regulations, professional journals, and any other instructional documents deemed necessary to carry out the requirements of the job. Ability to write routine reports and correspondence that conform to prescribed style and format.

INTERPERSONAL SKILLS:

Works well with others from diverse backgrounds and cultures. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to building a

positive team spirit. Ability to effectively present information and respond effectively to questions in one-on-one situations and promotes positive interactions with other faculty members. Teachers should be sure that all their social media accounts are professional and appropriate.

REASONING ABILITY:

Ability to identify and define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions.

COMPUTER SKILLS:

Proficient knowledge of computer usage and ability to use email, internet software, and word processing software. Proficient usage of Microsoft Office. Must learn other software used by the district.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:

The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required. These that must be met by an employee to perform the essential functions of this job successfully and satisfactorily.

1. Assist administrators in maintaining compliance with federal guidance pertaining to ELs.
2. Secure complete *Home Language Survey* for all ELs at assigned schools.
3. Administer the designated language screener, to newly enrolled qualifying students.
4. Administer the state's annual English proficiency assessment to all EL students.
5. Within 30 days of school opening, or 10 days of enrollment, provide parents of all assigned ELs:
 - ***EL Program Placement***
 - ***Description of Programs***
 - ***EL Program Language Proficiency Accommodations***
 - ***Determination of Student Eligibility for Program Placement***
 - ***WIDA Screener/ACCESS Parent Report***
6. Distribute *Individualized English Language Plan* to each teacher of each assigned EL.
7. Facilitate *Requests for Interpreter* for assigned schools.
8. Develop a schedule of EL services for each assigned student.
9. Implement one-on-one and small group English Language Intervention, with a focus on reading, writing, listening, and speaking, utilizing the WIDA Standards.
10. Document instructional time spent with each EL.
11. Monitor attendance and grades for all ELs and FELs quarterly.
12. Monitor FEL1-4s quarterly, through the state's monitoring tools.
13. Support staff at assigned schools through Professional Development and Coaching.
14. Engages in continuous improvement and professional development, including earning appropriate industry certifications and maintaining those certifications. Adheres to professional dress and grooming in accordance with district regulations. Serves as a role model for students.
15. Complies with federal, state, district, and school regulations for classroom teachers.
16. Provides optimal customer service to all students, employees, parents, community members, and any other stakeholders of the district.
17. Performs any other duties as assigned by the school principal, his/her designee or the district ESL Coordinator

PHYSICAL REQUIREMENTS:

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.

While performing the duties of this job:

- The employee is regularly required to speak and listen.
- The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel, or squat.
- The employee may regularly lift and/or move up to 10 pounds and occasionally lifts up to 20 pounds.
- Specific vision abilities required by this job include close vision, distance vision, ability to focus, and peripheral vision.
- Moderate walking required to monitor students in the classroom and accompany students on transitions as necessary.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Works in a classroom setting.
- The noise level is usually low to moderate but occasionally high depending on classroom activities.
- The employee is occasionally exposed to wet or humid conditions and/or outdoor weather conditions.
- Outside carpool and traffic duty may occasionally be required.
- May be exposed to bloodborne pathogens.
- May travel to other school campuses in-district and the Central Office.
- Maintain emotional control under stress.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Certified Employees. Evaluation will be conducted by the building principal, his/her designee and/or the district ESL Coordinator.

TERMS OF EMPLOYMENT

9-months (187 days) 7 hours per day usually Monday through Friday. Daily work schedule will be determined by the principal, his/her designee and/or the district ESL Coordinator. Work assignments and schedules are subject to change. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

SALARY

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.