



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

Human Resources Department

Position Title:	Teacher on Assignment - ELL	Location:	Student Achievement
Reports To:	Student Achievement Director	Supervises:	None
Classification:	Certified	Status:	Full-time
FLSA Status:	Exempt	Benefit Eligible:	Yes
Work Year:	10 months	Salary:	see lhusd.org website

Qualifications

- Valid appropriate Arizona Teacher Certificate
- ESL or BLE endorsement
- Five years successful teaching experience preferred.
- Demonstrated experience with English Language Learners
- Knowledge of research on English Language Learner programs, as well as cultural diversity and appreciation
- Knowledge of various models for quality ELL instruction
- Experience in research based instructional practice, student centered learning and teacher leadership.
- Ability to communicate effectively orally and in writing.
- Experience in delivery of information to adult groups
- Demonstrated experience in facilitating teacher training.
- Must understand and apply high levels of confidentiality due to the nature of the assignment.
- Possess an effective command of federal and state laws regarding English Language Learners
- IVP fingerprint clearance card through AZ Department of Public Safety

Function

- To serve as the staff specialist focusing on English Acquisition Services

Responsibilities and Requirements

CURRICULUM AND INSTRUCTION

- Work with regular education teachers to ensure proper implementation of proven instructional strategies for second language learners.
- Provide English Acquisition Services to identified ELL students.
- Responsible for conducting in-service for ELL instructional methodologies at each school on an as needed basis.
- Responsible to conduct clinical observation and conferences with staff members, including specialists regarding ELL program.
- Responsible to work in conjunction with building principals in monitoring site ELL program
- Responsible to conduct demonstration classes with students to illustrate various ELL instructional models, when appropriate
- Responsible to team with the classroom teacher as a resource, researching materials for specific projects or problem teaching situations.
- Responsible for organization implementation, assessment, and management of District-wide ELL Program
- Assist in gathering data and preparing reports to meet district, state and federal guidelines relating to ELL.



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STAFF PERSONNEL

- **MEETINGS:** attend staff meetings and district in-service programs
- **COMMITTEES:** serve on committees as requested
- **SCHOOL ACTIVITIES:** be responsible for discharging instructional and non-instructional school-related activities.
- **SUPERVISION & EVALUATION:** oversee the day-to-day operations of the LHUSD ELL program; monitor Stanford English Language Proficiency assessment process, making sure all data is entered properly in SAIS and SELP sites; supervise, evaluate, and provide work assignments to assigned ELL personnel as needed; responsible for teacher evaluations as required by supervisor.
- **TEAM MEMBER:** be responsible for own involvement as contributing member involving group decision making and the development of a positive, cooperative building environment.

STUDENT PERSONNEL

- **EVALUATION:** evaluate and provide individual student progress on regular basis and keep requisite records; monitor progress of ELL students in inclusion and SEI programs; assist in the development of Written Individual Compensatory Plans
- **HEALTH & WELFARE:** identify and refer unusual student behavior to appropriate specialists; report to the nurse any injury or illness to a student or self.
- **DISCIPLINE:** be responsible for enforcing building approved discipline plan
- **SUPERVISION:** be responsible for the supervision of students at all times

OPERATIONS

- **POLICIES & REGULATIONS:** know and observe Board policies and regulations.
- **PUPIL ATTENDANCE & TARDINESS:** keep records of pupil attendance.
- **TEACHER ABSENCE:** advise administration in accordance with district policy.
- **BOOKS & SUPPLIES:** account for school and district property, as required.
- **PHYSICAL PLANT:** advise administration immediately of needed repairs, replacements and/or unsafe building conditions.
- **COMPLETION OF DAILY DUTIES:** remain in school after dismissal of students, as necessary to complete daily duties, attend meetings, hold parent conferences, etc.
- **EMERGENCY PROCEDURES:** follow school regulations regarding emergency procedures.
- **ATTENDANCE:** report to work daily at times assigned and remain on thru time prescribed in district policy

FINANCE/BUSINESS MANAGEMENT

- **RECOMMENDATIONS:** responsible for submitting and justifying recommendations to Building Principal or designee

SCHOOL/COMMUNITY RELATIONS

- **PARENT CONFERENCES:** meet with parents as required to advise them concerning student needs and progress.
- **INTERPRETATION:** interpret school policies and programs to students and parents



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OTHER

- HEALTH: responsible for performing those duties which protect the health and safety of students and employees
- OTHER DUTIES: responsible for performing other job-related duties as assigned by the Building Principal

Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 25 pounds.

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.