

CITY OF AUGUSTA

Department of Public Schools

JOB DESCRIPTION

TITLE: English as a Second Language Teacher

REPORTS TO: Building Administrator (s)

JOB GOAL: Responsible for teaching English to students whose native or primary language is not English and ensuring that students are able to obtain both spoken and written skills in English.

QUALIFICATIONS:

1. Maine Department of Education 660 English-Second Language (K-12) Endorsement
2. Previous experience teaching ESL students preferred
3. Excellent communication skills and a high degree of knowledge in chosen field of study and instruction

PERFORMANCE RESPONSIBILITIES:

- Plans and implements for instruction in reading, writing, listening, and speaking
- Observes and assesses student's mastery of the WIDA Language Standards and the Common Core State Standards based on academic performance and proficiency
- Administers the annual WIDA and state assessment(s)
- Utilizes both proven and innovative techniques to help students develop productivity, creativity, self-discipline, social development and leadership skills
- Mentors and advises students and parents of educational opportunities at the secondary level when appropriate
- Utilizes various types of technology within the classrooms to enhance English learning
- Disaggregates data and develops and carries out an annual Individualized Learning Plan (ILP) for each identified student
- Assists staff, Principals and all involved teachers in the design, instruction, and implementation of individual, small group or classroom experiences which address the goals in each identified student's ILP
- Requests, collects, and records documentation of delivery of ESL services outlined in each ILP
- Initiates and keeps record of necessary documentation of parent/guardian notification of assessment, identification, programming, and consent of ESL services
- Performs all other appropriate duties as assigned by the building administrator

TERMS OF EMPLOYMENT:

Per negotiated Augusta Education Association agreement

EVALUATION:

Performance for this position will be evaluated annually by the Building Administrator(s) based on the job description and teacher annual goals

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of reasonable accommodations to be determined by management on a case by case basis.

Approved by: _____
Superintendent of Schools

Date: _____