

DAVID DOUGLAS SCHOOL DISTRICT #40
JOB DESCRIPTION
Licensed

JOB TITLE: Teacher – English Language Development (ELD) Teacher

Reports To: Building Principal

Job Purpose Statement/s: The position of Teacher – English Language Development (ELD) is for the purpose/s of providing instruction to students whose first language is not English, so that they might become proficient in English as quickly as possible.

Essential Job Functions:

- **Plan and implement** a program of study following state and district goals that, as much as possible, meet the individual needs and abilities of the students.
- **Advocate, model and implement** David Douglas School District Educational Racial Equity policy.
- **Demonstrate** preparation and skill in working with students, staff and families/caregivers from diverse background.
- **Assess** student language proficiency in English of students in grades K-12.
- **Determine and evaluate** learning objectives in the areas of listening, speaking, reading, and writing.
- **Coordinate** interpreter services for building conferences and other school events.
- **Provide** instruction and tutorial services to students as needed.
- **Serve** as a resource to staff on adaptations of curriculum.
- **Conduct** and/or **coordinate** in-service training for support staff, teachers, and assistants as requested.
- **Maintain** accurate records/database of English Language Learner (ELL) student population.
- **Attend** IEP meeting for students on caseload.
- **Communicate** with the Director of Multilingual Programs, building principals, building team members, families, out-of-district agencies, and other school personnel as appropriate.
- **Guide** the learning process toward the achievement of curriculum goals and objectives.
- **Employ** instructional methods and materials that are appropriate for meeting objectives.
- **Assess** students' academic learning and/or skills for the purpose of providing feedback to students, families and administration regarding students' progress, expectations, goals, etc.
- **Collaborate** with school personnel and families for the purpose of improving the quality of ELL student performance, developing solutions and planning curriculum.
- **Prepare** teaching materials and reports (e.g. grades, attendance, anecdotal records, etc.) for the purpose of implementing lesson plans and providing documentation of student progress.
- **Demonstrate** a professional and positive attitude when carrying out responsibilities as a faculty member.
- **Attend** staff meetings.
- **Meet** the state standards for competent and ethical performance.

Other Job Functions:

- **Direct** educational assistant activities.
- **Become** familiar with and uphold the enforcement of school rules, Administrative Regulations and Board Policy.
- **Assist** in the district-wide planning of the ELD program.
- **Maintain** accurate, complete, and correct records as required by law, district policy, and Administrative Regulations.
- **Confer** with colleagues, administrators, students and/or families when necessary.

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- **Participate** in various meetings (e.g. parent conferences, in-service training, etc.) for the purpose of receiving and/or providing information.

Job Requirements – Qualifications:

- **Experience Preferred:** Prior job related experience.
- **Skills, Knowledge and/or Abilities Required:**

Skills in collaboration, group process and team facilitation. Training and/or experience in testing, multi-level instruction, cooperative learning, integrated curriculum, whole language, and related reading techniques, portfolio assessment, and planning/designing/implementing curriculum adaptations.

Knowledge of current English Language Development policies and practices. Knowledge and experience working with outside agencies.

Abilities to stand and walk for prolonged periods, provide direction to others and make independent judgments, keep and maintain accurate records, meet deadlines, communicate with individuals of varied cultural and educational backgrounds, work collaboratively with others, and communicate in oral and written form. Significant physical abilities include /reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception and accommodation.

Education Required: Bachelor's Degree. ESOL endorsement required.

Licenses, Bonding and/or Testing Required: Appropriate Teacher Standards and Practices Commission license and ESOL endorsement, Criminal Justice fingerprint clearance, valid driver's license and evidence of insurability.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

Multi-Cultural preferred. Bi-Lingual preferred. Reading endorsements preferred.

Other: First aid card and cardiopulmonary resuscitation certificate.

Terms of Employment: Salary and work year according to the current contract and school calendar. Salary to be established by collective bargaining agreement.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Licensed Staff Personnel.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.

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Reviewed and agreed to by:

Employee Signature

Date

c: Principal
Employee
File