

## ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

**TITLE:** Elementary School Teacher - ELL

**DEPARTMENT:** Teaching and Learning Services (TLS)

**SCHOOL:** To Be Determined

**REPORTS TO:** Director of Teaching and Learning Services and Building Principal

**POSITION SUMMARY:** Under the direction of the Director of TLS and the Building Administrator, the ELL Teacher provides learning opportunities and instruction to eligible students in Grades K-5 for whom the English language is not their native language in an effort to improve English fluency and communication and their access to education.

### **ESSENTIAL FUNCTIONS:**

- Kindle excitement about learning, encouraging flexible and critical thinking and development of communication skills.
- Assess the needs of the students and provide a suitable learning environment to meet their needs.
- Differentiate instruction techniques and curricula within District guidelines to enable access of such by ELL students
- Work closely with the Guided Language Acquisition Design (GLAD) coaches to implement the model for ELL service delivery.
- Take affirmative steps to ensure that students with limited English proficiency can meaningfully participate in their educational program, including co-curricular and extra-curricular events.
- Provide language assistance services even when English language students reach increased levels of proficiency, yet not met exit criteria.
- Maintain order in the classroom and ensure a caring, safe learning environment, with clear routines and procedures designed to minimize disruption and maximize student on task time.
- Maintain safe and healthful conditions in the classroom and report promptly to the school administrator any serious accident or illness affecting students in the classroom.
- Evaluate each pupil's educational growth and development, including the administration of diagnostic assessments as required by District, state and federal guidelines.
- In a timely manner properly identify for evaluation for possible need for services under IDEA or Section 504 ELL students who may have a disability.
- Make periodic reports to parents or guardians as well as to the designated school administrator.
- Provide evaluative feedback to students including prescribing ways to maintain progress and overcome difficulties.
- Plan, prepare and provide an instructional program, including the preparation of lesson plans as necessary so that the instructional program is uninterrupted in the event of the teacher's absence.
- Continue to improve classroom methods and techniques by attending workshops, summer school, professional meetings or conferences, and keep abreast of current educational innovations through professional literature.
- Work cooperatively with a building team in planning, supporting and providing instruction, and share with other staff the responsibility for supervision of activities and student behavior outside the regular classroom.
- Demonstrate positive relationship skills with students, parents and district staff, maintaining ongoing and open communication.
- Encourage and provide the structure for ongoing, meaningful involvement of parents and community members in the classroom and school.
- Attend staff meetings and other professional meetings as may be assigned or necessary.
- Use technology to provide challenging instruction to students of all learning levels.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

## ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

**QUALIFICATIONS:**

**EDUCATION:** Bachelor's or Master's degree or Doctorate from an accredited college or university.

**EXPERIENCE:** Academic background and coursework in the discipline of the position to be filled. Successful teaching experience and effective work with elementary school age students preferred. Previous teaching experience with English Language Learners highly preferred.

**CERTIFICATES AND LICENSES:** Valid Washington State Teaching Certificate with appropriate endorsement in ESOL or ELL. Valid WA State Driver's License and appropriate insurance required. Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date

**CONTINUING EDUCATION/TRAINING:** GLAD or other best practices for delivery of English language support and that which is required to be effective in the position and to maintain certification

**CLEARANCES:** Criminal Justice fingerprint/Background Clearance

**FLSA STATUS:** Exempt

**BARGAINING UNIT:** Issaquah Education Association (IEA)

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

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Name (sign)

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Name (print)

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Date