

Job Title: English Learners Teacher

Exemption Status: Exempt/Professional

Reports to: Principal

Date Approved: November 7, 2022

Dept./School: Assigned Campus

Primary Goal:

To ensure that students with limited English proficiency receive proper instruction leading to academic achievement.

Minimum Training and Qualifications:

Requires a Bachelor's degree and endorsement in the grade/subject taught with a valid Tennessee certificate.

Must be highly qualified.

Governed by the Rules and Regulations of the Tennessee Code Annotated.

Must be physically and mentally able to perform the responsibilities and duties of the position.

Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

Performance Responsibilities:

1. Assists classroom teachers with appropriate strategies and materials for working with students who are of limited proficiency in English.
2. Creates an educational environment that is conducive to learning and appropriate to the maturity and needs of the students; prepares instructional materials for classes assigned and provides written evidence of preparation to supervisor/administrator upon request.
3. Establishes a standard of classroom behavior; maintains classroom management in and outside of the school.
4. Assumes caseload of students who are identified as English Learners (EL) as directed by the Special Education Director.
5. Provides direct instruction to EL Students.
6. Assess the accomplishments of students on an established timetable, and provides written and oral progress reports to parents/guardians, administrators and selected staff; administers tests and assessments.
7. Plans curriculum and prepares lessons and other instructional materials to meet individual needs of students within state and school requirements based on the educational, physical, and emotional levels of student development.
8. Confers with parents, administrators, specialists, mental health staff, and appropriate resource staff to develop educational programs for students.

9. Motivates students and provides consistent reinforcement of learning skills, and provides continuous assessment and feedback to students for all learning activities.
10. Completes language screening of students as needed.
11. Maintains accurate, complete and correct records as required by law, and district and administrative regulations.
12. Assists with inservice presentations as needed.
13. Uses oral and written communication skills effectively.
14. Sponsors student activities/clubs/teams/organization and tutors students as requested.
15. Performs such other duties as assigned by the principal.

Clearances and Testing: *(at expense of applicant)*

Criminal Justice Fingerprint/Background Clearance
Pre-employment physical exam & TB Test

The **English Learners Teacher** maintains a thirty-seven and a half (**37.5**)-hour work week and any additional hours as required to meet the duties and responsibilities of this position. This is a ten (**10**) month position and salary will be determined based on qualifications and experience.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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