

**NORTH WASCO COUNTY SCHOOL DISTRICT**  
**JOB DESCRIPTION – ELL/ESL Teacher**

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**Title:** ELL/ESL Teacher  
**Classification:** Licensed  
**Reports To:** Building Principal  
**Work Year** 190 Days/Year

**Job Purpose Statement/s:**

The ELL/ESL Education teacher promotes and develops successful ELL/ESL and supplemental Education tutorial services for ELL/ESL and performs related duties in accordance with District policies and terms of the teacher contract. The teacher also maintains a cooperative attitude with staff, parents and students. The ELL/ESL Education teacher also provides group and/or individual instruction for students who are identified as needing English as a Second Language services (ESL).

**Job Qualifications & Licensure:**

- BA/BS or higher degree (*required*) with a major in one or more of the following areas: Curriculum, Elementary Education, Secondary Education, Reading, Early Childhood Education, or similar.
- Valid Oregon Teaching License and endorsement(s) from the Teacher Standards and Practices Commission in the State of Oregon; and displays a willingness to teach any qualified subject area.
- (Must meet Highly Qualified Requirements) with ESOL Certification.
- Skills to motivate students, communicate with individuals from varied educational and cultural backgrounds, direct support personnel, evaluate performance.
- Knowledge of age appropriate teaching methods, state curriculum framework, education code, appropriate instructional subjects.

**Skills, Knowledge and/or Abilities**

The competent ELL/ESL Education teacher will:

- Implement a variety of assessment language proficiency and literacy instruments to determine student eligibility, instructional needs and progress.
- Provide a variety of appropriate instructional techniques and methods.
- Demonstrate knowledge of an ability to use research-based principles of effective instruction.
- Develop and maintain a classroom environment conducive to effective student learning.
- Prepare effectively for class instruction and daily lesson plans
- Provide instruction based on District ELL/ESL and content standards.
- Develop and communicate appropriate progress grading standards to students.
- Provide for communication in the parent's home language when necessary.
- Develop and maintain positive interpersonal relationships
- Maintain a cooperative relationship with administration, staff, students and parents.
- Maintain professional communication with parents, staff members and students
- Instruct and direct assigned instructional assistants to maximize delivery of instructional services.
- Provide timely and accurate feedback/documentation of student academic growth to students, parents and appropriate staff members.
- Maintain appropriate records of student performance.
- Modify and monitor ELL/ESL placement and transition and individual tutorial services as appropriate.
- Maintain a current awareness of literature / activities in reading.
- Maintain an ongoing personal program of professional growth and development.
- Develop and implement annually an approved plan for professional growth and development.
- Participate in District sponsored in-service offerings appropriate to assignment.
- Coordinate and develop the ELL/ESL tutorial programs in the school based on guidelines established by the District and state and federal governments.
- Complete monthly caseload reports and required program, paperwork by specified time-lines.
- Assist mainstream teachers in using second language instructional strategies in the classroom.
- Perform other related duties as assigned by the principal and/or superintendent.
- Perform duties in accordance with District policy and terms set forth in the negotiated agreement.

- Assist in the enforcement of school and District rules and policies
- Assume a share of responsibility for non-classroom student activities within the assigned workday.

**Workplace Expectations:**

- Work effectively with and respond to people from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Confer regularly with other licensed staff and immediate supervisor.
- Follow all District policies, work procedures and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague or District patron.

**PHYSICAL REQUIREMENTS:**

- In an eight-hour day employee may:
 

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input checked="" type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
- Employee may use hands for repetitive:
 

<input checked="" type="checkbox"/> Single Grasping	<input checked="" type="checkbox"/> Pushing and Pulling	<input checked="" type="checkbox"/> Fine Manipulation
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- Employee may use feet for repetitive movement as in operating foot controls:
 

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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- Employee may need to:
 

a. Bend	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
- Lifting:
 

<input type="checkbox"/>	Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
<input type="checkbox"/>	Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input checked="" type="checkbox"/>	Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

**Mandatory Child Abuse Reporting:** As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.  
 I have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

**EMPLOYEE STATEMENT:**

*"I have reviewed the above position and understand its content. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.*

*I hereby certify that I possess the physical and mental ability to fulfill the essential responsibilities of the above position with or without reasonable accommodation(s). If I require accommodations(s) in order to fulfill any or all of these responsibilities, I agree to provide information to the District regarding the requested accommodation(s)."*

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 Print Name

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date