

## JOB DESCRIPTION

Title:	English as a Second Language Teacher (Itinerant)
Terms:	2005-06 School Year
	Minimum Qualifications: Certification in English as a Second Language as established by state certification requirements. Experience with teaching reading or working with ESL students is preferred.
Immediate Supervisor:	Building Principal
Supervises:	Students
Salary:	Based on teacher's salary schedule and approved supplement.
Policy:	WV Department of Education 5310 Performance Evaluations of School Personnel

### RESPONSIBILITIES:

Classroom teachers are responsible for the following:

- 13.1 Implementing programs of study,
- 13.2 Fostering a classroom climate conducive to learning,
- 13.3 Utilizing instructional management systems models which increase student learning,
- 13.4 Monitoring student progress towards mastery of instructional objectives and goals,
- 13.5 Communicating within the educational community, and
- 13.6 Meeting professional responsibilities

### PERFORMANCE STANDARDS:

The following performance standards relate to the responsibilities listed below:

#### 14.1 Programs of Study:

Definition: Provides curricula required by the state of West Virginia and/or National LEP Standards.

- Bases instruction on adopted curricula.
- Demonstrates accurate and current knowledge in subject field.
- Develops appropriate objectives.
- Employs appropriate instructional strategies.
- Utilizes content scope and sequence in planning.

#### 14.2 Classroom Climate:

Definition: Provides an atmosphere conducive to learning consistent with school/county mission.

- Follows established school discipline procedures which include the WV Student Code of Conduct.
- Establishes procedures and rules that enhance learning.
- Encourages students' attendance.
- Sets high positive expectations for student performance.
- Encourages and acknowledges individual student accomplishments and appropriate behavior.
- Treats students in a fair and equitable manner.
- Accommodates individual learning differences.
- Creates and maintains an environment that supports learning.

#### 14.3 Instructional Management Systems:

Definition: Organizes strategies for teaching to maximize the use of allocated instructional time to increase student learning.

- Prepares and implements lesson plans.
- Begins lesson or instructional activity with a review of previous material as appropriate.
- Has materials, supplies and equipment ready at the start of the lesson or instructional activity.
- Introduces the instructional activity and specifies instructional objectives.
- Directs students to be on task quickly at the beginning of each instructional activity.
- Presents reading, writing, speaking, and listening strategies using concepts and language which students understand.
- Provides relevant examples and demonstrations to illustrate concepts and skills.
- Assigns developmentally appropriate tasks.
- Provides instructional pacing that ensures student understanding.
- Maximizes student time-on-task.
- Makes effective transitions between instructional activities.
- Summarizes the main point(s) of the instructional activity.
- Encourages students to express ideas clearly and accurately.
- Incorporates higher level thinking skills.
- Assists students to develop productive work habits and study skills.
- Provides remediation activities for students.

#### 14.4 Student Progress

Definition: Gathers, stores, and monitors data related to student learning for use in assessing progress toward achieving the instructional objectives.

- Follows grading policies and regulations.
- Maintains accurate and complete student records.
- Monitors and evaluates student progress.
- Provides feedback on student work.
- Monitors student attendance.
- Participates in the school level ESL Monitoring Teams

#### 14.5 Communication:

Definition: Communicates with students, parents, educational personnel, and others. Utilizes standard grammar, listening skills, and clarity in the presentation of ideas.

- Communicates student progress according to established procedures and policies.
- Communicates regularly and effectively with students, co-workers, parents/guardians, and the community.
- Follows confidentiality procedures regarding students, parents/guardians, and fellow staff members.
- Speaks and writes standard English clearly, correctly, and distinctly.
- Determines and utilizes appropriate community resources.

#### 14.6 Professional Work Habits:

Definition: Demonstrates behavior which reflects established professional responsibilities.

- Adheres to established laws, policies, rules, and regulations.
- Interacts appropriately with other educational personnel.
- Participates in activities which foster professional growth.
- Is punctual with reports, grades, records, and in reporting to work.
- Performs assigned duties.
- Strives to meet county/school goals.

#### Specific Assignment Responsibilities:

May be assigned to other schools in county to provide direct instruction to students and/or serve as resource to teachers of ESL students.