

EPPING SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: ESOL TEACHER

GENERAL DESCRIPTION: The ESOL Teacher accepts responsibility for identifying, servicing, monitoring, and releasing ESOL students in accordance with the New Hampshire Department of Education guidelines, WIDA domains, and Epping School District curriculum, instruction, and assessment frameworks. The ESOL Teacher coordinates and administers the Home Language Survey, WIDA W-APT Screener, and ACCESS ELLs testing. In addition, the ESOL Teacher collaborates with administrators, counselors, teachers, and other school staff on behalf of the ESOL students; serves as a resource for information regarding ESOL instruction; and functions as liaison between school, parents, and community.

QUALIFICATIONS:

1. Valid New Hampshire teaching and ESOL certification
2. Prior years of classroom teaching preferred

KNOWLEDGE: Requires knowledge in school rules, practices, and law; NH Department of Education rules and school requirements; and School Board policy. Also requires knowledge of NH Department of Education ESOL program guidelines and ESOL compliance plan; WIDA Consortium domains, proficiency levels, and can do descriptors; ESOL language acquisition states; ESOL language acquisition theories and their impact on academic performance; ESOL accommodations for NECAP and ACCESS testing; ESOL K-12 classroom accommodations and academic and emotional challenges unique to the ESOL student. Also requires knowledge of NH Public School Standards; NH Curriculum Standards; best practices in curriculum, instruction, and assessment; Epping School District standards; and instructional and behavioral interventions.

SKILLS: Requires demonstration of strong collaborative, teaching, coaching, and leadership skills to support student programming and work in a team setting; problem solving skills to support student success; service-related people skills; verbal and written communication skills; organizational skills to balance demands of a multi-tasking position; data analysis and analytic skills to evaluate and recommend changes in instructional programming; operational skills in office equipment and technological instructional devices; technology skills in communication, student data management, and analysis, and reporting, and other school requirements.

ABILITIES: Requires excellent attention to detail and follow through to meet school district requirements, significant confidentiality responsibilities due to student and staff issues, resource management, and fiscal responsibilities in the area of school budget.

CLASSIFICATION: This position is designated as a Teacher position subject to the Teachers' Collective Bargaining Agreement, School Board Policy, and School Rules and Regulations.

REPORTS TO: Director of Special Services, evaluation in accordance with this job description and Epping School Board Policy

SUPERVISES: Assigned support staff if applicable

PLANNING AND PREPARATION

1. Demonstrate knowledge of current trends, ideas, and research in second-language acquisition and ESOL pedagogy.
2. Demonstrate knowledge of the school's curriculum, instruction, and assessment.
3. Establish goals for the ESOL support program appropriate to the needs of students and school staff and the mission and vision of the school and district.
4. Demonstrate knowledge of ESOL resources, both within and beyond the school and district.
5. Plan the ESOL support program to align with the district and school goals, integrate with the overall school program, and improve teacher instruction and student learning.
6. Develop a plan to evaluate the ESOL support program.

THE ENVIRONMENT

1. Create an environment of service, trust, and respect with the integration of ESOL students into the mainstream classroom.
2. Establish a school culture for ongoing academic language and cultural skills acquisition and understanding of school social norms, rules, and regulations.
3. Establish clear procedures for students and teachers to gain access to ESOL instructional support.
4. Establish and maintain norms of behavior for professional interactions and communicate expectations for and monitors student behavior in compliance with school and district standards.
5. Organize physical space to provide a welcoming environment and to enhance individual and group learning activities.
6. Train, supervise, and evaluate support staff if applicable.

DELIVERY OF ESOL SERVICES

1. Collaborate with teachers in the development and modification of instructional program for ESOL students to attain mastery of grade level curriculum.
2. Transition ESOL students through the stages of academic language and cultural skills acquisition.
3. Monitor and evaluate that language acquisition is continuous and appropriate.
4. Implement ESOL instruction supporting K-12 grade level curriculum mastery and maintain accurate ESOL student files.
5. Assist with standardized testing by implementing appropriate accommodations for ESOL students.
6. Collect and analyze student data from state, district, and school sources to measure

- student progress and identify academic needs.
7. Coordinate and administer the Home Language Survey, W-APT screener, and ACCESS ELLs testing.
 8. Notify administration and parents of students' entry into ESOL program, progress, and release from ESOL program; and ACCESS and other test results.
 9. Oversee student instructional intervention programs and recommend interventions including technological tools.
 10. Implement the District Curriculum, Instruction, and Assessment Frameworks.
 11. Select, develop, and/or locate resources for students and teachers to support ESOL instruction and keep an inventory of instructional and professional materials.
 12. Demonstrate flexibility and responsiveness to student and teacher needs. Revise instructional program and supports when needed to meet student, teacher, and school needs.
 13. Help design and participate in parent and family workshops to enhance academic language and cultural skills acquisition at home and school. Provide supplemental instructional materials to improve student learning.

PROFESSIONAL RESPONSIBILITIES

1. Exhibit respect and interest in students' cultural background, race, and religion and embrace and celebrate cultural diversity.
2. Advocate for a strong ESOL program to meet all students' needs.
3. Be accountable for student learning.
4. Engage students in understanding the importance of academic language practices. Help students to persevere. Encourage student reflection on prior knowledge, link new concepts, and make connections to experiences.
5. Reflect on practice.
6. Prepare and submit ESOL budgets, reports, and surveys as required.
7. Meet with the Director of Special Services to discuss successes, challenges, and needs of the ESOL program.
8. Participate in the professional community to build a shared vision, support a culture, identify goals, and monitor and evaluate progress toward goals to improve student learning.
9. Serve on school/district committees in support of improved teaching and learning.
10. Collaborate with families, teachers, and school staff to promote student growth and development in language and culture.
11. Attend parent, teacher, and/or team meetings as needed.
12. Engage in professional practice and development.
13. Show professionalism, including integrity and confidentiality, in accordance with school district rules, regulations, and policy.

OTHER

1. Performance responsibilities may also include teacher responsibilities per the Teacher job description.
2. Perform any additional duties as requested by the Director of Special Services, which are consistent with the effective and orderly operation of this position and the Epping

School District goals and mission.

WORKING ENVIRONMENT: Physical ability to perform the essential functions of the job as outlined above, in addition to the following: While performing the duties of this job, the employee is frequently required to stand, walk, and sit. The employee is regularly required to see, talk, and hear. The employee is regularly required to use hands to manipulate, handle, or feel. The employee is occasionally required to reach with hands and arms; and stoop, kneel, or crouch. The employee is frequently required to supervise students requiring the employee to match the walking speed of the student and may at times require the ability to run to safeguard students. Employee must occasionally move equipment and/or supplies. The employee must occasionally lift, carry, move, and/or restrain school-age students. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The job is performed for the most part in a school setting with occasional outside weather conditions. The noise level is that of a typical school setting. The employee is required to drive or walk in order to service students throughout the school district. The employee is expected to travel to each district school servicing students regardless of weather conditions. Employee is regularly required to handle stressful situations and resolve conflicts.

TERMS OF EMPLOYMENT:

1. Work year and day subject to individual contract
2. Clear criminal record background check
3. Verification of health to perform job
4. Valid NH certification or eligibility in ESOL
5. Valid driver's license
6. Teacher contract with salary and benefits defined by collective bargaining agreement

The above statements are intended to describe the general nature and level of work being performed under this job description. The above statements are not to be construed as an exhaustive list of all knowledge, skills, abilities, and responsibilities required by personnel subject to this job description. All personnel may be required to perform duties outside of this job description as necessary from time to time. This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change. The Epping School District is an Equal Opportunity Employer. Position is subject to Epping School District policy, rules, and regulations.