

Corning Union Elementary School District
Job Description

JOB TITLE: ENGLISH LANGUAGE DEVELOPMENT TEACHER

Salary Range:	Certificated Schedule	Department:	Instruction
Reports To:	Site Administrator	Approved By:	Board of Trustees January 16, 2019

POSITION SUMMARY:

The English Language Development (ELD) Teacher, under the supervision of the site administrator, serves as a specialist for students who are learning the English language. The ELD Teacher works to provide direct English Language Development instruction in the classroom, small groups and/or individual student settings. In addition to this specific individualized instruction, the ELD Teacher will assist general education classroom teachers with selection of appropriate curricula and the development of appropriate strategies to meet the unique needs of English Learners. The ELD Teacher will follow the regulations associated with ELD standards and reporting requirements.

ESSENTIAL FUNCTIONS:

- Teaches one to two classes of ELD (newcomers group) using lesson plans that are differentiated and are designed to engage and challenge students.
- Collaborates with teachers and site administrator to monitor and modify ELD to meet student needs.
- Co-teaches and pushes into classrooms to support instruction for EL students.
- Supports trimester progress of all EL students using appropriate data.
- Utilizes, refines, and implements existing ELD Plan across the school.
- Serves as a member on the site ELAC committee and as the site representative of the DELAC committee.
- Manages a formalized student and parent engagement plan that details engaging students and parents, as well as provides for metrics to measure growth and development, socially and academically, on a measured basis.
- Participates in and helps coordinate and lead annual ELPAC (or equivalent) testing.
- Provides ELD staff development to whole staff, grade level teams, and individual teachers to support ELD.
- Provides assistance to the site administrator in placing EL students in newcomer classes
- Provides instruction for Integrated and Designated ELD times based on site needs.
- Assists with implementation of EL Master Plan and Title III Plan.
- Supports assessment of pupil progress on a regular basis, revising short-term instructional objectives as appropriate, and consults with appropriate staff regarding students not demonstrating adequate progress.
- Executes and prepares such forms, records, and reports as may be called for in a timely fashion.
- Attends and participates in training, staff development activities, SST, IEP meetings, and staff meetings as required or assigned.

OTHER RESPONSIBILITIES (NONESSENTIAL FUNCTIONS):

Administers simple first aid and takes other appropriate measures when the accident or illness is more serious.

Assigns work to and supervises instructional assistants, parent, and student volunteers if applicable.

Supports or participates in school-wide student activities, social events and approved fundraising activities.

Monitors student behavior in non-instructional areas as assigned or required, and intervenes to control and modify disruptive behavior, reporting to administrator as appropriate.

Performs other duties normally required to be performed by certificated employees as adjunct to the regular teaching assignment.

Other related duties as assigned.

PERSONAL QUALITIES:

Appearance, grooming, and dress must be functional and appropriate.

Ability to exercise professional discretion and judgment in actions and communication.

Ability to work productively alone, in small and/or large groups with people of all ages, and the ability to deal with conflict constructively.

Must have personality to maintain human relationships required by a public service agency, and be able to exercise discretion, tact, and confidentiality when meeting with parents and the public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Must hold a valid California Teaching Credential (Multiple Subject/CLAD or other qualifying credential with English Language Learner (ELL) authorization). Must have three (3) years of successful classroom teaching experience. Possess organizational skills with expertise in formulating curriculum. Has knowledge of subject matter commonly taught in elementary schools. Utilizes appropriate instructional strategies to ensure student success. Must possess and maintain a valid California Driver's License.

KNOWLEDGE AND ABILITY:

- Administer, analyze and reflect upon quantitative and qualitative student data to inform instructional practice.

- Communicate with, teach and build relationships with students and their families in the Corning community.
- Collaborate and be a positive “team player” with colleagues, parents and community members to affect the best outcomes for students.
- Integrate literacy and writing instruction during instruction.
- Differentiate instruction according to varied learning styles and child cognitive and social development.
- Commitment to become an active participant in the school community—attending school performances, school assemblies, extracurricular activities, field trips and conduct home visits.
- Experience working with students and families from historically underserved communities is highly preferred.
- Ability to communicate in both English and Spanish is highly preferred.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write assessment reports and correspondence effectively. Ability to speak effectively before groups of students, adults, or employees of the organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs, understands basic algebraic and geometric functions.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where creative problem solving is required. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical aspects that this position classification must perform in carrying out essential job functions as follows:

- Persons performing service in this position classification will sometimes exert 10 to 20 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Involves standing most of the time, but will involve walking or sitting as well.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate classroom related equipment, and handle the work with various materials and objects are important aspects of this job.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.