



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION:

ENGLISH AS A SECOND LANGUAGE TEACHER

QUALIFICATIONS:

1. Possesses minimum of Bachelor's Degree.
2. Holds valid New Jersey instructional certificate, certificate of eligibility with advanced standing, or alternate route certification in accordance with state law and regulation.
3. Demonstrates effective problem solving, communications, organization, planning, record keeping and human relations skills
4. Successfully completes required criminal history check and has proof of U.S. Citizenship or legal resident alien status.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal/Director of Special Services

JOB GOAL: To support the district's instructional program by identifying students of limited English proficiency, planning an appropriate developmental program for them and implementing instruction in accordance with state law and regulation as well as district curriculum.

PERFORMANCE RESPONSIBILITIES:

1. Diagnostic Evaluation
 - a. Identifies students with limited English proficiency in accordance with state law and regulation as well as district policy by evaluation of available test and observational data, by consultation with staff members, by reviewing relevant registration forms and by recommendations made by other personnel.
 - b. Uses appropriate standardized test instruments, informal diagnostic tasks, and observations to assess the academic strengths and weaknesses of students referred for services.

2. Instructional Planning

- a. Develops instructional goals and specific instructional objectives for each student selected for the ESL Program.
- b. Selects appropriate instructional materials and media to achieve the goals and objectives specified for each student under his/her care.
- c. In cooperation with the building principal and Director of Special Services, properly groups students for instruction after consideration of the learning style, and level of academic functioning of each student and English proficiency.
- d. Prepares for classes assigned and shows evidence of preparation upon request of administrative and supervisory personnel.
- e. When requested by the Director of Special Services, participates in educational plan preparation for LEP children classified by the Child Study Team.
- f. Participates with other staff members in curriculum planning during designated meetings.
- g. Takes all necessary and reasonable precautions to protect supplies, equipment, materials and facilities needed to implement effectively the planned instructional program.

3. Instruction

- a. Meets with and instructs students in accordance with schedules previously devised.
- b. Employs instructional media and techniques which are appropriate to the achievement of the specific goals and objectives set for each student.
- c. Assesses, on a regular basis, the extent to which students have acquired the objectives set for them.
- d. Strives to maximize the educational achievement of each student.
- e. Maintains accurate and complete records as required by district policy and administrative regulations.

4. Student Management

- a. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- b. Implements all relevant policies and rules governing student life and conduct.
- c. Develops reasonable rules of classroom behavior in accordance with district policy and guidelines, and maintains order in the classroom in a fair and just manner.

5. Professional Development

- a. Strives to maintain and enhance professional competence through professional reading as well as participation in workshops, conferences and appropriate staff development programs in accordance with district guidelines.
- b. Attends staff meetings as required.
- c. Serves on staff committees on a voluntary basis.

6. School/Community Relations

- a. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents/guardians when necessary and as required by state law and regulation.
- b. Cooperates and shares professionally with members of the administration and other staff.
- c. Maintains confidentiality about students in accordance with state and federal law as well as district policy.
- d. Attends parent communication activities (i.e., Back-to-School Night, conferences) as designated in the negotiated agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.
- e. In accordance with prescribed state law as well as with administrative procedures, informs parents of placement in the English as a Second Language Program.
- f. Provides progress reports on students assigned to the program to both classroom teachers and parents as required.
- g. Communicates with classroom teachers regarding objectives devised for each student and the materials being used to accomplish those objectives.

- h. Provides appropriate levels of consultation and training to staff about cultural background of ESL pupils.

6. Other Assigned Duties

Performs all other tasks and assumes such other duties as designated by the building principal or Director of Special Services.

TERMS OF EMPLOYMENT: Ten month year. Salary established in the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

EVALUATION: Performance of the position will be evaluated in accordance with provisions of the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

SOURCE: Regular Board Meeting

DATE: September 1979

REVISED: March 13, 1996