



# DEER VALLEY

*Unified School District*

## JOB DESCRIPTION

JOB TITLE: **English Language Development (ELD) Teacher: K-12**

Position Type: <b>Certified</b>	Department: <b>School</b>
Salary Schedule: <b>Certified</b>	Location: <b>School</b>
Reports to: <b>Principal/Deputy Superintendent of Curriculum, Instruction &amp; Assessment/ELD Coordinator</b>	
Term of Employment: <b>9 months</b>	Shift: <b>Day</b>
Approved By: <b>Human Resources</b>	Date: <b>November 5, 2018</b>

### **POSITION SUMMARY:**

To work in a partnership with students, staff, parents and the community in accordance with the district's vision and mission to promote student achievement.

*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.*

### **ESSENTIAL FUNCTIONS:**

- Collects data, organizes and maintains accurate student records. Notifies parents and staff members of EL program placement and assessment results.
- The employee must utilize test data to identify students' strengths and weaknesses and share information on individual students and teachers.
- Attends pre-service workshops and all district EL meetings. Professional obligations and deadlines must be met.
- Collaborates with district EL coach/specialist and principals to implement and comply with state and federal regulations.
- Meets and instructs SEI self-contained classes with a minimum of four hours of English Language Development daily using approved methods by the state and district.

- Creates a classroom environment conducive to learning by utilizing differentiated instruction to meet the needs of all EL students.
- Participates in Special Education IEP meetings regarding EL students and refers student concerns to the appropriate resources.
- Attends professional conferences/staff development to improve teaching performance.
- Demonstrates an understanding of the curriculum, subject content, and the developmental needs of students by providing relevant learning experiences.
- Plans using the state's standards, the school's curriculum, effective strategies, resources, and data to meet the needs of all students.
- Effectively engages students in learning by using a variety of instructional strategies in order to meet individual learning needs.
- Systematically gathers, analyzes, and uses all relevant data to measure student academic progress, guide instructional content and delivery methods, and provides timely feedback to both students and parents throughout the school year.
- Uses resources, routines, and procedures to provide a respectful, positive, safe, student-centered environment that is conducive to learning.
- Maintains a commitment to professional ethics, communicates effectively, and takes responsibility for and participates in professional growth that results in enhanced student learning.
- The work of the teacher results in acceptable, measurable, and appropriate student academic progress.
- Requires students to demonstrate 21<sup>st</sup> Century skills; critical thinking, communication, collaboration, creativity and technology in every classroom.
- Engages students through activities both inside and outside the classroom.
- Utilizes common core strategies in daily instruction.
- Must meet any additional specific job requirements as indicated by the school.

**MARGINAL DUTIES:**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.
- Provides substitute coverage as assigned by the supervisor on an as needed basis.

### **SUPERVISORY RESPONSIBILITIES:**

- Participates in interviews as needed.
- Addresses complaints and resolves problems.
- Serves as a teacher coach/mentor in support of content area teachers.
- Supervises and trains EL paraprofessionals in the school EL program.
- Supervises and evaluates any assigned paraprofessionals or aides.
- Supervises students.
- Supervises any assigned parent volunteers or chaperones.

### **OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Must have knowledge of state and federal laws regarding EL students.
- Must have knowledge of appropriate assessment, placement, instructional and transition processes for EL students.
- Must have knowledge of best practices/strategies for teaching EL students.
- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.

### **CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.
- Bilingual/ESL or SEI provisional or full endorsement as required by Arizona Department of Education.
- Must be willing to complete the Language Star Round II A-C training.

### **EDUCATION AND/OR EXPERIENCE:**

- Must earn a Bachelor's degree (BA) from a four-year college or university.
- Experience in the teaching of ELL (English Language Learner) students.
- Must be enrolled in Discrete Skills Inventory training.

### **LANGUAGE SKILLS:**

- Bilingual preferred or working knowledge of a second language other than English.
- Demonstrates the ability to read, analyze and interpret state standards and student data, general business periodicals, professional journals, technical procedures, or governmental regulations.
- Demonstrates the ability to modify content vocabulary/idiomatic expressions that may impede comprehension.
- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports, correspondence and procedure manuals.
- Demonstrates the ability to speak effectively before groups of managers, students, parents, school/district staff, clients, customers, and the general public.

### **MATHEMATICAL SKILLS:**

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

### **REASONING ABILITY:**

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

### **PHYSICAL DEMANDS:**

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*