

**GERVAIS SCHOOL DISTRICT #1 - ENGLISH AS A SECOND LANGUAGE TEACHER /
COORDINATOR**

QUALIFICATIONS:

- Valid Oregon teaching license with appropriate endorsements.
- Training and/or experience in ESL and Sheltered English.
- Fluency in English reading, writing, and speaking skills.
- Bilingual in English and Spanish.
- Prior job-related experience or recent training appropriate to the assignment preferred but not required.
- Valid First Aid Card as requested by Principal.

REPORTS TO:

- Director of Special Services and Building Principal

JOB GOAL:

- To promote the educational development of ESL students through the use of supervisory and leadership skills necessary to ensure effective ESL classes and training for identified ESL students and to provide direct ESL instruction in elementary schools.

PERFORMANCE RESPONSIBILITIES (See Performance Standards for additional indicators):

1. Coordination:
 - Trains ESL staff in proper ESL methods.
 - Assumes responsibility for language assessment of identified students.
 - Oversees all record keeping necessary to meet district and state reports.
 - Performs other duties as assigned by Director of Special Services.
2. Planning and Preparation:
 - Demonstrating knowledge of content and teaching.
 - Demonstrating knowledge of students.
 - Selecting instructional goals.
 - Demonstrating knowledge of resources.
 - Designing coherent instruction.
 - Assessing student learning.
3. The Classroom Environment:
 - Creating an environment of respect and rapport.
 - Establishing a culture for learning.
 - Managing classroom procedures.
 - Managing student behavior.
 - Organizing physical space.
4. Instruction:
 - Communicating clearly and accurately.
 - Using questioning and discussion techniques.
 - Engaging students in learning.
 - Providing feedback to students.
 - Demonstrating flexibility and responsiveness.
5. Professional Responsibilities:
 - Reflecting on teaching.
 - Maintaining accurate records.
 - Communicating with families.
 - Contributing to the school and district.
 - Growing and developing professionally.
 - Showing professionalism.
 - Performs other duties as assigned.
6. Competent Performance:
 - Demonstrating a commitment.
 - Curriculum and instruction.
 - Supervision and evaluation.
 - Management skills.
 - Human relations and communications.
7. Ethical Performance:
 - Performing in an ethical manner.

PHYSICAL REQUIREMENTS:

- In an 8-hour day, employee may stand/walk 4-6 hours; sit 1-4 hours; and drive 1-4 hours.
- Employee may use hands for repetitive grasping (i.e., filing), pushing/pulling up to 40 pounds of equipment, and fine manipulation (i.e., keyboarding).
- Employee may need to bend, squat, climb stairs, and lift occasionally.

TERMS OF EMPLOYMENT:

- 190 days.
- Salary and work year to be in accordance with collective bargaining agreement, Board policy, and legal requirements.

EVALUATION:

- Performance of this job will be evaluated in accordance with State law, Board policy, and the District Evaluation Procedures. Evaluation shall be based on, but not limited to, Performance Standards for Teachers.

I have received a copy of this job description:

Teacher Signature: _____

Date: _____