

TITLE: EL TEACHER/FACILITATOR

QUALIFICATIONS: Certified in accordance with the State Board of Education requirements

REPORTS TO: Director of Instruction and Federal Programs

JOB GOAL: To focus on building the English language skills of limited-English proficient students to enable them to become proficient in the English language.

PERFORMANCE RESPONSIBILITIES:

1. Instructs students in assigned classes in the locations and at the times designated.
2. Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
3. Prepares for classes assigned, and shows written evidence of preparation upon request of immediate supervisor.
4. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
5. Maintains classroom discipline, encouraging students to set and maintain standards of behavior.
6. Guides the learning process toward the achievement of curriculum goals and – in harmony with the goals – establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students.
7. Employs a variety of instructional techniques and instructional media consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
8. Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
9. Assesses the accomplishments of students on a regular basis and provides progress reports as required.
10. Diagnoses any learning disabilities of students on a regular basis, seeking the assistance of district specialists as required.
11. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
12. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
13. Assists the administration in implementing all policies and rules governing student life and conduct.
14. Makes provisions for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
15. Plans and supervises purposeful assignments for teacher aide(s) and volunteer(s) and, cooperatively with department heads (where applicable), evaluates their job performance.

16. Assists in providing training and resources in EL instruction to all teachers and administrators.
17. Strives to maintain and improve professional competence.
18. Participates in other duties as assigned by the Principal or other administrator.

TERMS OF EMPLOYMENT: Nine-month year. Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Florence City Schools

Approved by Board of Education 9-10-13