



JOB DESCRIPTION

Job Title	English Language Learner (ELL) Teacher
Department	English Language Learners
Reports To	Building Principal
Classification	Certified
Location	
Salary	On Schedule
Length of Contract	189 Days

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

ELL teachers are the language experts in the buildings where him/her serves. Teachers are expected to evaluate, instruct, and improve English proficiency as well as serve as resource to the school for English language concerns.

Essential Job Functions

- Serve as a resource to classroom teachers to help ELL students achieve academically in the classroom.
- Use language teaching strategies to increase English proficiency for students who speak a language other than English at home.
- Advocate for the needs of the ELL students.
- Evaluate the language needs of students whose families speak a language other than English at home and recommend appropriate language support.
- Administer a language screener to students for whom a language barrier is impeding their academic success.
- Maintain accurate ELL cumulative files and communicate changes to Student Services.
- Participate in ongoing professional development including ELL staff meetings.
- Administer the ACCESS for ELLs assessment.
- Communicate language needs and progress of the ELLs with classroom teachers, administrators, and families.
- Familiarize yourself with the current ELL Teachers Manual including programming guide and required forms.
- Lead the ELL Consult Team.
- Create a schedule that best meets the needs of the language students.
- Connect ELL families with school events.
- Create individual language goals for students who benefit from language support.
- All other duties as assigned.



Ancillary Job Functions

- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Bachelor’s Degree in Education from an accredited university.
- Elementary or Secondary Educator’s License and a DPI Educators license 395-English as a Second Language.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Three years of successful classroom teaching experience at the elementary level.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Excellent interpersonal and communication skills.
- Ability to apply instructional strategies on differentiation.
- Strong organizational skills.
- In-depth subject knowledge.
- Knowledge of collaboration practices, team teaching practices, and special education.
- Knowledge in the areas of instructional methods, curriculum, and assessment.
- Ability to build and maintain effective relationships with school administrators, staff, students, and families.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office/classroom environment and moderate noise levels.

Physical Requirements – The physical demands described below 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 essential functions.

- Must be able to talk, hear, grasp, and reach.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Must have clarity of vision, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors.
- The employee shall remain free of any alcohol or illegal substance in the



workplace in compliance with Policy 4122.01 throughout his/her employment in the District.