

English Learner Teacher

Dept/Div: Teaching & Learning/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate professional work developing and implementing effective instructional and lesson plans with students who are English learners within the school community, implementing student evaluation processes, collaborating with parents and staff to meet the needs of students, and related work as apparent or assigned. Work is performed under the limited supervision of the Director of Teaching & Learning.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Develops lesson plans and instructional materials according to effective teaching strategies and District philosophy and vision and implements instruction.

Completes evaluations on students; maintains appropriate files and records.

Communicates with parents in a timely manner; maintains positive and constructive communication with students, staff, parents and community.

Serves as an advocate for Students with English language needs by representing their needs to parents, and staff.

Provides indirect services through teacher consultation and evaluation review.

Recognizes learning problems and makes referrals as appropriate; encourages student enthusiasm for the learning process and development of good study habits and techniques.

Works cooperatively with parents and other staff members to reinforce the educational program for each student.

Attends and participates in various meetings, committees, conferences and workshops as required.

Knowledge, Skills and Abilities

Thorough knowledge of classroom teaching practices, methods and techniques; thorough knowledge of subject(s) taught; thorough knowledge of special education laws, principles, practices and procedures; thorough knowledge of the principles and methodology of effective teaching; thorough knowledge of district rules, regulations and procedures; thorough knowledge of effective instructional practice for English language learners including statutes for such learners; thorough skill in administering and interpreting assessments for English language learners; thorough skill completing due processes paperwork; general skill operating standard office equipment and applicable hardware and software; general skill using standard database and records programs; ability to compute rates, ratios and percentages; ability to remain current in core knowledge of curriculum areas; ability to communicate effectively orally and in writing; ability to establish and maintain standards of behavior; ability to deliver articulate oral presentations and written reports; ability to remain calm during stressful situations; ability to communicate effectively in unique ways with student populations; ability to work with diverse populations; ability to establish and maintain effective working relationships with service providers, district staff, students, and parents or guardians.

Education and Experience

Bachelor's degree and moderate experience teaching and evaluating students whose first language is not English, or equivalent combination of education and experience.

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Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking and sitting and occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and body fluids; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Minnesota State Teaching K-12 English as a Second Language license.
Valid driver's license in the State of Minnesota.

Last Revised: 4/17/2020