

## Job Description

**Job Title:** ESL Teacher

**Position Code:** 7E02/ GE02, 7E03 / GE03, 7E04 / GE04

**Job Classification:** Exempt

**Supervisor:** Principal

**Pay Grade:** 35A, 37A, 38A, 39

**Contract Length:** 192 Days

### Job Summary

Position is responsible for providing ESL instruction to students who do not understand, speak, read, or write English by creating a classroom environment that develops competencies, knowledge, and skills in accordance with each student's ability.

### Essential Duties

1. Teaches skills and knowledge utilizing curriculum designated by Newport News Public Schools and other appropriate learning activities.
2. Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of Newport News Public Schools.
3. Develops lesson plans and supplementary materials compatible with the basic division's basic instructional philosophy and congruent with course / SOL standards.
4. Adapts the curriculum to provide individual, small group, or remedial instruction to meet the needs of the individual student and the needs of identified subgroups of students.
5. Evaluates academic and social growth of students, prepares report cards, and keeps appropriate records to include attendance reports, checklists, census forms, and other recordkeeping activities as necessary.
6. Establishes and maintains standards of student behavior needed to provide an orderly, productive classroom environment.
7. Identifies student needs and cooperates with other professional staff members in assessing and helping students solve learning, health and attitude problems.
8. Communicates with parents and school counselors on student progress. Serves as liaison between the school and the parent/guardian of the ESL students.
9. Supervises students in assigned out-of-classroom activities during the assigned working day.
10. Participates in faculty committees and the sponsorship of student activities.
11. Administers testing in accordance with division testing practices.
12. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

1. Maintains professional competence by attending staff development programs, curriculum development meetings and other professional activities.
2. Participates in various student and parent activities which occur in school including PTA, student clubs and after-school activities.
3. Creates an effective learning environment through functional and attractive displays, bulletin boards, and activity/learning centers.
4. Performs any other related duties as assigned by the Principal or other appropriate administrator.

### Job Specifications

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Bachelor’s or Master’s degree in English as a Second Language and/or meet the Virginia Department of Education licensure eligibility requirements. Must be eligible or possess Virginia Collegiate Professional License or Postgraduate Professional License with appropriate endorsement to teach English as a Second Language. Must possess ability to communicate effectively verbally and in writing. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, and the public.

**Working Conditions and Physical Requirements**

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; and to bend, stoop, climb stairs, and to reach overhead.

**Work Environment**

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. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

**Supervision Exercised:** May include instructional assistants, volunteers, tutors.

**Supervision Received:** Principal

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Teacher will be required to follow any other instructions and to perform any other related duties as assigned by the Principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print) Signature Date

Revised 09/19 CR