

NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

TITLE: ESL TEACHER

QUALIFICATIONS:

1. Valid New Jersey Teaching Certificate
2. Ability to maintain a positive learning environment
3. Strong interpersonal and communications skills
4. Required criminal history background check and proof of US citizenship or legal resident alien status

REPORTS TO: Directly responsible to the administrator/supervisor of assigned department

POSITION GOAL:

The primary responsibility of the teacher is to lead ELL students toward fulfillment of their potential for intellectual and psychological growth and maturation within the limits of the resources provided by the district.

ESSENTIAL JOB FUNCTIONS:

1. Assist in the assessment of ELL students for program eligibility.
2. Implement all the procedures of the ELL program as prescribed in DOE and federal guidelines in order to be in compliance with law and school division policies.
3. Maintain appropriate and required documentation for all ELL students.
4. Make recommendations to mainstream staff about the types of accommodations, adaptations, special resources, courses, classes, and classroom adjustments that are appropriate for each ELL student.
5. Make recommendations about the appropriate accommodations for all types of formal assessments.
6. Serve as a liaison between the ELL student, his/her family and the school.
7. Monitor ELL students' progress in all aspects of their academic schedule and their participation in all school activities and programs.
8. Provide on-going staff development as necessary and/or requested on the second language acquisition and acculturation processes, the latest research, and most effective practices in teaching English language learners.
9. Serve as a consultant for purposes of referrals to other programs such as Title 1, Special Education, Gifted and Talented and others.
10. Participate in staff development opportunities that enhance the knowledge of the mainstream curriculum and issues in order to know how those relate to ELL instruction.
11. Participate in all meetings within a school where representation of ELL is needed and appropriate.

12. Maintain on-going communication with parents and the families of ELL students.
13. Coordinate the work of any ELL Aide(s) as assigned.

TERMS OF EMPLOYMENT: As per combined agreement between NHEA and Northern Highlands BOE

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

BOE APPROVED: 1/2/18