



## **Position Description**

### **School District of Monroe**

- JOB TITLE:** Teacher – English Language Learners
- CLASSIFICATION:** Professional Staff
- JOB OBJECTIVE:** Teach English language skills to students utilizing English as an additional language so they are able to reach a proficient achievement level on state tests, succeed in English-led classrooms, and fully participate in society. Provide a flexible class environment favorable to learning and individual growth. Motivate students to develop skills, attitudes, and knowledge sufficient for a solid foundation for higher grade education in accordance with each student's abilities.
- REPORTS TO:** Building Principal
- QUALIFICATIONS:** Current Wisconsin Department of Public Instruction teaching certificate required for the assigned instructional area(s). Related bachelor's degree from an accredited university. Technology and social media skills appropriate for the assigned instructional area(s).
- ESSENTIAL DUTIES:**
- Administer and analyze academic and language assessments for the purpose of evaluating student progress in meeting academic learning targets and progress in language acquisition
  - Maintain database of ELL and ELL-eligible students
  - Develop language acquisition support plans for all ELL students. Collaborate with and mentor classroom teachers to implement plans
  - Develop and deliver ELL professional development to district staff
  - Ensure compliance with all related state and federal regulations
  - Complete ELL accommodation forms and progress reports

- Oversee the District's interpreter/translation process. Ensure availability and utilization by all eligible students and families
- Collaborate with classroom teachers to support differentiated instruction as appropriate
- Serve as a liaison between district and families of students receiving ELL services
- Work closely with other teachers, building administrators, and Director of Curriculum & Instruction to develop an appropriate long-range instruction program consistent with the District's goals and philosophy
- Plan a program of study which is consistent with the curriculum adopted by the District
- Establish and maintain standards of student behavior required to achieve a functional learning classroom environment
- Prepare, administer, and grade formative and summative assessments to evaluate students' progress
- Establish and utilize productive relationships with parents/guardians, students, staff, and community
- Meet and confer with parents/guardians to discuss their student's progress and objectives
- Maintain accurate and complete student records in accordance with district policies and state requirements
- Enforce administration policies and rules governing assigned students and class activities
- Plan and facilitate class projects, field trips, visits by guest speakers or other experiential activities, and guide students in learning from these opportunities
- Participate cooperatively with the building principal or other administrator in activities providing for teacher performance evaluations and educator effectiveness in accordance with district policies and state requirements
- Collaborate with other staff members on student achievement and instructional methods
- Attend staff meetings and serve on committees as required
- Serve as a positive adult role model during interactions with students

**ADDITIONAL DUTIES:**

- Additional duties as deemed appropriate at the sole discretion of district leadership
- Maintain a current education knowledge base through educator networks, educational workshops and professional publications

*Essential duties are those duties and functions considered essential to the performance of the identified position. Additional duties are those duties considered secondary to the position's overall purpose. This position description is illustrative and does not necessarily specify all tasks and duties of this position. The Administration of the School District of Monroe reserves the right to change this position description at its sole discretion at any time.*

REVISED: May 2020