

Duquesne City School District

300 Kennedy Avenue • Duquesne, Pennsylvania 15110 • Administrative Office Phone: 412-466-5300 • Fax: 412-466-7599

Duquesne K – 8 School Office Phone: 412-466-9600 • Fax: 412-469-3625

Classroom Teacher: English as a Second Language (ESL) K - 8

Job Description Summary

The English as a Second Language (ESL) teacher(s) specialize in instructing K – 8 students whose primary language is not English. The ESL teacher(s) will assist students, of all English speaking levels, to learn the formal grammar, vocabulary, literacy and pronunciation of spoken and written English, in order to communicate clearly with confidence and fluency.

Qualifications

- Current PA teaching certification required.
- Bachelor's degree required, higher degree preferred.
- ESL Program Specialist certification required.
- Current Act 33 / 34, Act 114, Act 151 clearances required.
- First Aid / AED / CPR certification required.
- Demonstrated experience instructing English learners.
- Demonstrated experience planning effective ESL lesson plans.
- Able to develop and offer staff development around ESL instruction.
- Thorough understanding of instructional methodology; demonstrated experience in teaching and working directly with staff and students.
- Demonstrated experience in developing effective working relationships. Experience in collaborating and communicating with internal and external groups (school administration and staff, community organizations, and parents.)
- Able to communicate, comprehend and perform complex computations. Able to identify and solve problems.
- Able to effectively present information, interpret data and articulately respond to questions from administrators, staff, parents, students, business and educational partners, and the general public.
- Excellent written, oral, presentation and interpersonal communication skills.
- Able to accept and provide constructive criticism.
- Able to work independently and complete assigned tasks with minimal supervision.
- Proficient with Apple, Windows, and / or Google based technologies and the willingness to experiment with new devices and instruments essential to the position.

Essential Duties and Responsibilities

- Demonstrate knowledge of second language acquisition, linguistics, teaching content English to English learners, and sensitivity to cross-cultural aspects of teaching and learning are necessary.
- Coordinate, facilitate, and document the screening test and state English language proficiency test to determine EL student language proficiency levels to provide informed assessment criteria to the ESL Office for placement into instruction.
- Maintain a schedule for student instruction and adhere to that schedule.
- Facilitate daily lesson plans that provide sound educational and language developing academic achievement for the students that are based on the ELP Standards and state academic standards. The teacher will also incorporate regular use of formal and authentic assessment into the daily curriculum which will be recorded in a cumulative grade book.

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- Communicate in a collaborative manner with other school personnel to ensure compliance with policies and / or state regulations. Working as an integral member of the student's instructional team, the ESL teacher is required to participate in a collaborative manner in planning, decision-making, and conferencing concerning assigned students.
- Responsible for providing English as Second Language instruction to assigned Limited English Proficient students in a manner that ensures development of English language skills by addressing: student's language proficiency, development of literacy and academic language competence, provide support and information to help the student adjust to and become integrated into his / her new culture, and on-going assessment through monitoring and documenting student progress.
- Communicate with parents / guardians concerning student's program and progress with sensitivity to language and cultural similarities and differences.
- Maintain personal professional growth by taking part in staff development, actively seek and develop effective approaches to instruction through the application of best practices in pedagogy.
- Promote proactive communication regarding ESL instruction and regular classroom instructional aides.
- Collaborate with outside agencies as needed.

Additional Responsibilities

- Participate in the business and professional activities of the faculty.
- Maintain personal professional growth by taking part in staff development, actively seek and develop effective approaches to instruction through the application of best practices in pedagogy.
- Attend all faculty meetings called by the Building Principal, Superintendent or designee before, during, or after school, unless excused by the person calling the meeting prior to the time of the meeting.
- Interpret the policies of the District to parents and other patrons.
- Execute the Board and Administrative policies within the classroom and community.
- Maintain strict confidentiality concerning student records in compliance with FERPA.
- Perform other duties as assigned periodically by the Principal, Director of Special Education, Superintendent or Designee in conjunction with the teaching duties and /or for the protection of the health and welfare of all students.
- All other duties as assigned by the Building Principal or Designee.

Reporting

Reports directly to the Building Principal

Terms of Employment

Salary, work schedule, evaluation and other conditions of employment are in accordance with the current Duquesne City School District Duquesne Education Association Collective Bargaining Unit Agreement.

Physical Demands

This position requires frequent standing and / or sitting, and the ability to maneuver around a multi-level facility. Employee will be required to operate various computer / technical systems for data entry and to demonstrate technological aspects of this position as described above. This position requires moderate physical effort and is subject to Occupational Health and Safety risks. Other physical demands of this position include:

- Lifting, carrying, pushing, pulling 30 pounds.
- Kneeling, crouching, bending, and reaching to retrieve and handle teaching materials and supplies.
- Manual hand / finger dexterity.
- Speak clearly and distinctly when communicating.

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- Hear clearly.
- Adequate vision to perform duties.

Work Environment

Employees of the Duquesne City School District engage in the important and fulfilling enterprise of educating students in the city of Duquesne. Employees must believe in, value and be committed to the educability of all; must promote the school district vision of high standards of learning and academic rigor, continuous school improvement, and the inclusion of all members of the school community; must be willing to work in high stress environment while maintaining the energy necessary to meet the responsibilities and expectations of the position. A sample of specific elements associated with the work environment of this position includes:

- Moderate to frequent traversing through a multi-level facility.
- Exposure to a variety of childhood and adult diseases and illnesses.
- Occasional exposure to a variety of weather conditions.
- Frequently required to work at a fast pace.
- Comfort with ambiguity.
- Requires considerable concentration and creativity.
- Able to adjust daily work plans and work hours to be highly responsive to school needs.
- Subject to stress caused by a changing environment, diversity in the organization, tight deadlines and work load, but must be able to maintain work / life balance amidst intense work demands.

ADA

The Duquesne City School District will make reasonable accommodation in compliance with the American with Disabilities Act of 1990. This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

Additional Information

The Duquesne City School District (DCSD) does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs, activities, career and technical education programs or employment and provides equal access to all designated youth groups. It is the policy of the Duquesne City School District to make all services, programs and activities available and to provide reasonable accommodations to persons with disabilities. Please make requests for accommodations at least 72 hours before the scheduled event. For more information regarding accommodations, civil rights grievance procedures, please contact: DCSD Administration and Business Office, 300 Kennedy Avenue, Duquesne, PA 15110 or 412-466-5300, extension 6018.

***Note:** The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility. This job description is subject to change as determined by the Superintendent of Schools.*

English as a Second Language (ESL) Teacher

Signature

Date