**John W. Rex Charter School Job Description**  
www.johnrexschool.org

|  |  |
| --- | --- |
| Job Title: **English Second Language Teacher – ESL** | FLSA Status: Exempt |
| Reports To: JRCES Head of School, or designee | Salary: Commensurate with experience & qualifications. |
| Approved By: JMP Date Approved: 01/17/20 | Work Schedule: Regular school calendar/hours |

**Position Summary:**  
Create a flexible program and a class environment favorable to learning English and personal growth; establishing effective rapport with pupils; motivating pupils to develop English skills, positive attitudes and foundational knowledge   
in accordance with each pupil’s ability; and establishing good relationships with parents and with other staff members.   
This position is also responsible for coordinating and implementing the school’s state mandated ESL program requirements (identification, WIDA assessments, services, and reporting data).

**Essential Duties:**

* Teaches English Language Development to pupils in a classroom, using the course of study adopted by the Oklahoma State Department of Education and John Rex Charter School and any other appropriate learning activities.
* Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil with the identified objectives.
* Presents the content required in Oklahoma's Priority Academic Student Skills, and the WIDA English Language Development standards.
* Transforms lesson plans into learning experiences so as to best utilize the available time for instruction.
* Utilizes grading patterns that are fairly administered and based on identified criteria.
* Establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom. Treat pupils with respect and dignity.
* Evaluates pupils’ academic and social growth, keeps appropriate records, and prepares progress reports
* Generates Language Instruction Education Plans (LIEP) for ELLs and shares the student’s LIEP with the appropriate instructional staff.
* Communicates with parents through conferences and other means to discuss pupil’s progress and interpret the school program.
* Interacts with ELL pupils, staff and parents in a positive and professional manner.
* Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
* Establishes rapport with pupils and provides a pleasant, safe, and orderly climate conducive to learning.
* Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities.
* Supervise and monitor students during out-of-classroom activities during the assigned working day which may include but not limited to (cafeteria duty, field trips, playground duty, hallway monitor, etc.)
* Participates in the annual administration of ACCESS for ELLs English Language Proficiency testing.
* Performs other duties as assigned.

**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

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

* Bachelor’s in Education or a related field required.
* Oklahoma Teaching Certification in Elementary Education in subjects listed below or Alternative Teaching Certification as approved by Oklahoma State Department of Education required.
  + Bilingual/Multicultural; English as a Second Language strongly preferred.
  + Non- ESL certified hires to be approved by the Head of School on a case-by-case basis and will have one year from date of hire to secure Oklahoma teaching certification in ESL/Bilingual Education and/or complete district supervised/approved ESL professional development hours
* Master’s degree in TESOL preferred.
* Demonstrable knowledge/background in Sheltered Instruction (SIOP/SDAIE) and Second Language Acquisition.
* Demonstrates sensitivity to the needs of culturally and linguistically diverse students and provides for their academic well-being and success.
* Must possess ability to communicate effectively both verbally and in writing.
* Must possess the ability to establish and maintain effective working relationships with students, staff, parents, and the community.
* Ability to work cooperatively and collaboratively with others, demonstrate self-discipline and initiative, follow state and district guidelines.

**COMMUNICATION REQUIREMENTS:**Frequent written, telephone, electronic, and in-person contact with the Head of School, other administrators, teaching and office staff, parents, volunteers, and community representatives for exchange of information and services, and general problem solving.

Written correspondence, classroom website, newsletter articles, memos, to disseminate educational information, materials, and records. Frequent contact with parents for purposes of advocacy, education, and general information sharing.

**EVALUATION:**

Performance of this job will be evaluated by a school administrator(s) using informal and formal observations conducted multiple times each year.

**SUPERVISORY RESPONSIBILITIES:**

In coordination with school administrators, Teacher Assistants, if applicable.

**QUALIFICATION REQUIREMENTS:**

Candidates are expected to have a bachelor’s degree with at least a provisional teaching certificate in their specialty area.

However, JRCES also supports the hiring of talented candidates who may have a bachelor’s degree in an alternate area and preferably a successful completion of an alternative certification program.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

**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. While performing the duties of this job, the employee regularly works inside. The noise level in the work environment is quiet to loud depending on the activities in the particular part of the day and location.

**OTHER SKILLS:**

Ability to read, analyze and interpret general professional journals, technical procedures, and/or government regulations. Ability to write reports and correspondences as may be appropriate to teaching staff in general. Ability to effectively present information and respond to questions in one-on-one and small group situations to students, parents, teachers, staff and the general public. Bilingual (Spanish) is desirable.

Ability to define and solve problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical and diagram form and deal with several abstract and concrete variables. Ability to use computer and computer related programs and other technologies needed to perform essential job functions. Ability to apply knowledge and current research and theory. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to organize and chair or facilitate committees and meetings. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties and awareness of all school requirements and Board of Directors policies.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be performed by individuals currently holding this position and additional duties may be assigned.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship. This job description is not intended to be all inclusive. The employee will also perform other reasonably related business duties as assigned by the supervisor or appropriate administrator.  John Rex Charter School reserves the right to, update, revise or change job duties as the need prevails.  This document is for communication only and not intended to imply a written or implied contract of employment. The Board and/or Superintendent may approve alternatives to the listed qualifications.