

MONMOUTH REGIONAL HIGH SCHOOL

TITLE **ESL TEACHER (English as a Second Language)**

Reports to: Department Supervisor

Nature and Scope of the Job:

Qualifications:

1. Valid New Jersey English as a Second Language (ESL) certificate.
2. Demonstrated knowledge of effective teaching methods and developmentally appropriate classroom activities.
3. Knowledge of: second language acquisition and acculturation processes, research, legal requirements, program models, methodological approaches, techniques for teaching English, reading and content to second language learners, appropriate assessments for program placement and monitoring student achievement.
4. Native or near-native proficiency in all the skills of understanding, speaking, reading, and writing in English is required. Bilingualism of the language most represented by the students is an asset but not a requirement.
5. Excellent interpersonal and communication skills in order to collaborate with all staff in a school and provide on-going staff development and leadership as a specialist of the second language issues of a school.
6. Ability to maintain a positive learning environment.
7. Criminal history background check and proof of U.S. citizenship or legal resident alien status and a complete physical examination.

Job Goal:

1. To help language acquisition in order to prepare students to achieve academic success using the English language. (Specifically, to facilitate, stimulate, and guide the learning of English and the academic content of mathematics, language arts, science and social studies.)
2. Serve as a liaison between the Limited English Proficient (LEP) student and all of the students' other teachers and community members for the purpose of remediating and assisting students with language problems as a result of a second language background.
3. Provide leadership and consultation as the ESL Teacher to all staff in the school.

Job Responsibilities:

1. Responsible for identifying students who may be eligible for ESL services through teacher referral, parent referral, administrator referral, Home Language Survey review, Student Registration form review, and a review of student's individual records.
2. Administers the district-approved screening assessment (MAC-II, WAPT, etc.) to identify students who may be eligible for services.
3. Recommends entry and exit of students from the ESL program based on multiple criteria established by the district, in conjunction with an ESL placement team.

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4. Responsible for notifying parents of a student's entrance and exit from the ESL program within the state-mandated time period.
5. Annually administers the state-mandated ACCESS for ELLs (English Language Learners) assessment to all ESL students.
6. Tracks the performance of former ESL students for minimum of two years using appropriate forms to ensure continued student success.
7. Works with appropriate individuals to maintain and communicate accurate and up-to-date data on all English Language Learners using district-approved forms and procedures.
8. Submits a monthly report to the Department Supervisor and Principal.
9. Serves as the ESL Teacher/Specialist to the entire school staff by maintaining a high knowledge base of the latest research, laws, most effective practices and issues in the field. This includes:
 - a. Being familiar with all state regulations as they pertain to ESL, as stated in the New Jersey Administrative Code.
 - b. Participates in district-wide in-servicing as it relates to ESL and bilingual education.
 - c. Train teachers on "best practices" in instructional techniques/strategies when educating ELL students.
10. Identifies a continuum of long and short-term course objectives consistent with the district-approved curriculum.
11. Plans, prepares, and delivers lessons for students based on available research of "best practices" in the field of ESL.
12. Selects and/or modifies appropriate learning materials from appropriate sources (texts, supplements, AV materials, etc.) and shares with regular classroom teachers.
13. Consults and collaborates with classroom teachers to provide mainstream support for ESL students.
14. Productively interacts with classroom teachers and child study team members on a regular basis to monitor the classroom program and needs of ESL students.
15. Is responsible for the review and updating of the ESL curriculum on an annual basis.
16. Maintains ongoing communication with the parents of ESL students.

Employment Terms:

Salary for a ten-month work year subject to negotiations between the MREA and the Board of Education.

The ESL teacher will have an ESL duty in addition to teaching assignments. This duty will be used to meet all ELL program requirements as outlined in the Job Responsibilities.

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Evaluation:

Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of certified staff.

Approved

Date

REVISED:

First Reading: December 13, 2016

Adoption: January 3, 2017

Re-Adoption: February 21, 2017