

**Job Title:** ESOL TEACHER

**Qualifications:** NH DOE ESOL certification. Bachelor's degree required. Master's degree or coursework in ESL preferred. Knowledge of second language acquisition, ability to handle a multitude of varying and complex issues. Excellent oral and written communication skills, and the ability to use technology effectively. Preferred qualifications: Experience teaching high school Multilingual Learners (MLs), experience administering the WIDA Screener and WIDA ACCESS for ELLs 2.0. Ability to communicate effectively and respectfully, strong organizational skills, the ability to work with staff and community members, and proficiency in a second language.

**Job Goal:** The English for Speakers of Other Languages (ESOL) teacher will provide instruction to eligible students in English language instruction. The ESOL teacher will work collaboratively with the ESOL program coordinator/curriculum coordinator, school administration, staff, and classroom teachers to help English Language Learners (ELL) succeed in developing English language skills (i.e., speaking, listening, reading and writing) and in the general curriculum.

**Reports to:** Building Supervisor/Administrator

**Target population:** ELLs at WIDA proficiency levels 1-4.5

**Type of Position:** Part-time (.5) 188 days      **Wage:** Contract

**DUTIES AND RESPONSIBILITIES:**

- Prepare and deliver instructional lessons with clear and measurable objectives that meet Common Core, State and WIDA Frameworks to meet the individual needs of students.
- Provide culturally responsive and asset-based learning experiences for students from a wide range of socio-economic levels and cultural backgrounds.
- Use a wide variety of research-based second-language teaching techniques to ensure student learning.
- Design and demonstrate differentiated instruction to meet the needs of all students.
- Implement accommodations and curricular modifications as specified in educational plans (IEPs) for dually identified students.
- Use a variety of formal and informal WIDA-aligned assessments to accurately measure student progress and to inform instruction.
- Set student growth goals based on assessment outcomes.
- Plan and administer ACCESS 2.0 for ELLs testing.
- Work with administrators to prepare NH SAS testing schedules and identify appropriate accommodations to meet the needs of students.
- Maintain accurate records of students (i.e., attendance, punctuality, work/assignments, progress/proficiency) and maintain appropriate documentation of services rendered.
- Maintain confidentiality of information and comply with all Hinsdale School District policies and procedures.
- Maintain data on enrollment of the school's EL (English Language) and Former English Learner (FEL) population.
- Monitor FELs for four years, per NH DOE guidelines.

- Monitors success of ELs and former ELs.
- Collaborate with the Guidance Department to decipher transcripts from abroad, to create schedules, to support college and career readiness and identify support mechanisms.
- Communicate effectively with students, colleagues, parents, and the community.
- Actively involve families in their children’s education.
- Set professional development goals, develop professional development plans, and participate in professional development activities that improve teaching practice.
- Perform all duties professionally and appropriately while interacting with students, parents, faculty, administration, and co-workers. Follow safety procedures and written and verbal instructions.
- Perform other tasks and assume other responsibilities as assigned by their supervisor.

**PHYSICAL ACTIVITY REQUIREMENTS (Frequently, Occasionally, Rarely):**

**PRIMARY PHYSICAL REQUIREMENTS**

Lift up to 10 lbs: Frequently required  
 Lift up to 25 lbs: Occasionally  
 Lift 26 to 50 lbs: Rarely  
 Lift over 50 lbs: Rarely  
 Kneeling: Rarely  
 CARRY up to 10 lbs: Frequently required  
 CARRY 11 to 25 lbs: Occasionally  
 CARRY 26 to 50 lbs: Rarely  
 CARRY over 50 lbs: Rarely  
 REACH above shoulder height: Occasionally  
 REACH at shoulder height: Frequently required  
 REACH below shoulder height: Frequently required  
 PUSH/PULL: Occasionally

**OTHER PHYSICAL CONSIDERATIONS**

Twisting: Occasionally  
 Bending: Occasionally  
 Crawling: Rarely  
 Squatting: Rarely  
 Crouching: Rarely  
 Climbing: Rarely  
 Balancing: Rarely

**WORK SURFACES:** (describe)

Composite desk  
 Carpet/tile floors  
 Computer keyboard/screen

**DURING AN EIGHT HOUR DAY, EMPLOYEE IS REQUIRED TO:**

Consecutive hours	Total Hours
Sit: 2	5
Stand: 1	2
Walk: 1	1

**HAND MANIPULATION:**

Grasping: Occasionally  
 Handing: Frequently required  
 Torqueing: Occasionally  
 Fingering: Frequently required

**Environment: Inside: 98% Outside: 2%**

Short Description: (Example: Work is performed inside and out of doors in an environment Which includes exposure to physical elements or a number of disagreeable working conditions.)

The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COGNITIVE AND SENSORY REQUIREMENTS:**

Talking: Necessary for communicating with others.  
Hearing: Necessary for receiving information and instructions.  
Sight: Necessary to do job effectively and correctly.  
Tasting & Smelling: Smelling required to detect noxious fumes and odors.

**SUMMARY OF OCCUPATIONAL EXPOSURES:**

Bacterial and viral infections carried by children  
Cleaning products

**Special Conditions of Employment**

All employees must pass a criminal history background check.

I have reviewed this job description and am in acceptance of its parameters.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources signature

\_\_\_\_\_  
Date