

## FLEMINGTON-RARITAN REGIONAL SCHOOLS

### JOB DESCRIPTION

**TITLE:** ESL TEACHER

**QUALIFICATIONS:**

1. Valid New Jersey English as a Second Language (ESL) certificate.
2. Criminal history background check and proof of U.S. citizenship or legal resident alien status and a complete physical examination.

**REPORTS TO:** Assistant Superintendent

**JOB GOAL:** To perform in such a way that he/she facilitates, stimulates, and guides the learning of students and interrelates in a professional manner with other teachers and community members for the purpose of remediating and assisting students with language problems as a results of a second language background.

#### **PERFORMANCE 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 students' 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.
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 assessment to all ESL students
6. Tracks the performance of former ESL students for a minimum of two years using appropriate forms to ensure continued student success
7. Maintains and communicates accurate and up-to-date data on all Limited English Proficient students using district-approved forms and procedures.
8. Submits a monthly report to the Assistant Superintendent and Building Principal(s).
9. Is familiar with all state regulations as they pertain to ESL, as stated in the New Jersey Administrative Code.
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. Maintains ongoing communication with the parents of ESL students.
15. Productively interacts with classroom teachers and child study team members on a regular basis to monitor the classroom program and needs of ESL students.
16. Is responsible for the review and updating of the ESL curriculum on an annual basis.
17. Participates in district-wide in-servicing as it relates to ESL and bilingual education.

**TERMS OF  
EMPLOYMENT:**

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

**EVALUATION:**

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

**APPROVED BY:** Board of Education **DATE:** August 18, 2008

**REVISED:**