

JOB TITLE: ELL Instructor

EMPLOYMENT STATUS: Full Time – 185 days per year, 7.5 hours per day; Exempt

PAY GRADE: Per Master Agreement

REPORTS TO: Director of Student Services

GENERAL DESCRIPTION:

The ELL Instructor helps students achieve their greatest potential by providing instruction specific to students' needs in order to enhance their English language skills in reading, writing, speaking, and listening. The ELL Instructor is a specialist for language acquisition and serves as a support and resource for English language learners, families, and school personnel.

MINIMUM QUALIFICATIONS:

- Valid teaching licensure/certification through the Ohio State Board of Education with TESOL endorsement;
- Experience working directly in small groups or one on one with adolescents and/or reinforcing learning concepts and English language development preferred;
- Willingness and ability to acquire task specific knowledge required for administration of tests and documentation of student performance;
- Proven ability to develop positive working relationships with students, peers and administration;
- Proven organizational skills and ability to work on multiple tasks with better than average attention to detail;
- Computer expertise appropriate to the position;
- Valid drivers' license, reliable transportation, and vehicle insurance;
- History of good job attendance; and
- Must pass criminal background check.

ESSENTIAL FUNCTIONS OF THE POSITION:

The information contained in this job description is for compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position.

An individual employed by the Butler Technology and Career Development Schools in this job is expected to perform the following essential functions and duties, however, this list is not exhaustive, and the employee is required to perform any other duties assigned.

- Provide targeted instruction to English Language Learners in individualized/small group settings and/or within their general education classrooms to enhance their English language proficiency skills in reading, writing, listening, and speaking;
- Utilize language teaching strategies to increase English proficiency of ELL students;
- Demonstrate cultural sensitivity and empathy;

- Evaluate/Assess the language proficiency and needs of ELL students through the use of screening tools and assessments and recommend appropriate supports;
- Maintain cumulative files on each student eligible for ELL services;
- Write educational learning plans for students eligible for ELL services;
- Implement ELL services consistent with district, state, and federal guidelines;
- Collaborate with classroom and lab teachers;
- Independently and collaboratively develop intervention strategies and progress monitor those supports;
- Assist students in preparation for transitions in education setting (ex graduation, SAT/ACT preparation, scholarship applications);
- Translate verbal and written communication(s) in the designated language for assisting students, parents, community members, and school personnel in communicating;
- Maintain accurate records and reports on student progress in the classroom;
- Use student performance data to improve teaching and learning;
- Assess student comprehension and provide re-teaching when necessary;
- Provide individual and group instruction to meet needs, interests and ability of students;
- Attend and actively participate in all faculty and curriculum meetings and accept committee assignments as necessary and assigned;
- Participate in the advisory committee meetings as assigned;
- Responsible for organization, care and inventory of instructional supplies and equipment;
- Assist in the recruitment and retention of students
- Develop effective relationships with staff and the community by collaborating to provide services efficiently, communicating clearly, and providing effective service;
- Maintain appropriate inventory of supplies;
- Use computers and other office machines to accurately input, retrieve and manipulate data to generate and transmit reports/correspondence;
- Respond to requests for information and assistance;
- Operate and maintain office machines and equipment appropriate to the position;
- Prepare and disseminate routine correspondence;
- Confer with supervisor regarding progress, concerns and recommendations;
- Coordinate/relay oral, written, and electronic messages;
- Plan and organize own work to prioritize activities;
- Meet deadlines (daily, weekly, monthly, quarterly, yearly);
- Continuously update and improve professional skills;
- Operate and maintain equipment appropriate to the position;
- Actively participate as a team member to work with Student Services Department;
- Arrive on time to work each regular work day;
- Be in attendance every regular work day, excluding long-term illnesses, maternity/paternity leaves, and other unique circumstances;
- Maintain confidentiality of student records and District matters;
- Maintain high standards of ethics, honesty and integrity in all matters;
- Comply with all Board Policies and Administrative Guidelines;
- Be willing and able to devote the time and effort necessary to do the job effectively;
- Comply with applicable state and federal regulations e.g. OSHA, OCR;
- Report the presence of unauthorized or atypical visitors;

- Project a positive image of career technical education;
- Model non-discriminatory practices in all activities;
- Report incidents (e.g. fights, suspected child abuse, harassment, bullying, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment, and adhering to state law and Board Policy
- Perform other tasks, consistent with the position, as may be assigned.

OTHER DUTIES AND FUNCTIONS:

- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings;
- Help instill in students the belief in and practice of ethical principles and democratic values.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Ohio State Board of Education standards, requirements, guidelines; Board Policies and procedures; building policies and procedures; student discipline code; lesson plans; courses of study; textbooks; supplemental teaching materials; teaching techniques and strategies; motivational techniques; public relations; supervision; grading systems; standardized tests; individualized educational plans; intervention techniques; subject(s) taught; required reports; inventories; requisitions; emergency preparedness drills; current field-related software programs and applications, safety regulations for subject/laboratory.

Ability to: Interpret policies, procedures and regulations; demonstrate reading, writing, speaking, listening and observation skills appropriate to the position; administer student discipline code; develop lesson plans; follow courses of study; interpret textbooks and supplemental teaching materials; communicate effectively; supervise; schedule; evaluate; follow directions; maintain records and files; prepare reports; follow emergency preparedness procedures; recognize individual differences; inform students and parents of teacher expectations; be mobile and do a moderate amount of lifting and climbing; maintain a flexible and positive attitude in all professional relationships; apply effective active listening; maintain confidentiality

Skill in: Use of computers, Outlook program, Microsoft Office Word, SmartBoard, web based grade systems, calculator, projectors, telephone, other instructional-related audiovisual equipment and instructional-related classroom equipment, and computer programs.

EQUIPMENT OPERATED:

Computer, telephone system, copier(s), calculators, and printers

ADDITIONAL WORKING CONDITIONS:

Occasional: Exposure to inclement weather driving conditions, dust, hazardous chemicals, blood borne pathogens, and other contaminants, unruly children/adults; attends functions or performs duties outside normal working hours

Frequent: Travel to and gain access to other facilities for professional duties; Prolonged periods of standing, moving, and lifting supplies and materials up to 50 lbs.; seated computer/desk work; working under time constraints; operation of computer and related office equipment; exposure to moderate to loud noise levels. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. Regularly required to talk and hear.

Employees are required to follow all district safety rules and procedures, and participate in school safety training when requested.

Access to a mobile phone is expected/typical for timely communication, including calls, emails, and text messages related to work responsibilities.

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 of the job.*

TERMS OF EMPLOYMENT:

Salary and work year as established by the Board of Education

EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.