

CENTER UNIFIED SCHOOL DISTRICT

JOB TITLE: ELRT (English Language Resource Teacher)

DESCRIPTION OF BASIC RESPONSIBILITIES

To provide instruction, resources services, and support, including identification, assessment, reclassification, and monitoring as mandated by federal and state compliance guidelines. Assists in other school programs as assigned.

SUPERVISOR: Principal/Designee

TYPICAL DUTIES:

1. Plan curriculum and develop goals and objectives for each student according to curriculum and program requirements and the individual student's needs.
2. Review data submitted on the home language survey.
3. Assess student's English language proficiency; monitor and evaluate student's progress.
4. Plan, administer, collect and organize all required test data, utilize a variety of materials and methods designed to meet the different learning modes of students.
5. May provide language development in the student's primary language, including oral and literacy skills.
6. Establish and maintain standards of pupil behavior needed to achieve effective participation in all activities.
7. Instruct students in citizenship, communication skills and other general elements of the course of study specified in the state law and District administrative regulations and procedures.
8. Communicate with parents through a variety of means including home visits as necessary.
9. Hold parent conferences to discuss the individual student's progress and describe the school program.
10. Assist with and attend meetings for the site English Language Advisory Committee and the District English Language Advisory Committee.
11. Make community and parent contacts for conferences, guest speakers, study trips, and work exploration sites.
12. May be assigned to direct and/or supervise classified employees assigned to the program.
13. Other related duties as assigned by the Assistant Superintendent and/or the site principal.

EMPLOYMENT STANDARDS:

Knowledge of:

- appropriate teaching methods;
- human development and learning theory;
- diagnostic techniques of student learning needs;
- methods of assessing student performance;

- uses of both standardized and criterion referenced tests to assess student performance levels;
- effective teaching and critical thinking strategies
- teaching methodologies applied to specific curricular areas
- District's adopted courses of study;
- State curriculum frameworks.

Ability to:

- plan, organize, implement, and coordinate all facets of the English Learner program;
- arrive at sound conclusions and recommendations relating to EL student data;
- evaluate program effectiveness in all areas;
- employ appropriate student motivational techniques;
- accept individual student's level of learning as a starting point for instruction;
- apply appropriate teaching strategies across the District curriculum effectively;
- consistently establish and maintain effective classroom control;
- communicate with individuals from varied educational and cultural backgrounds;
- direct support personnel as necessary
- evaluate student performance;
- maintain records and meet schedules and deadlines;
- integrate appropriate technology into existing curriculum;
- meet and maintain physical requirements necessary to perform assigned job functions in a safe and effective manner;
- communicate effectively in both oral and written form;
- establish and maintain cooperative work relationships with those contacted in performance of required duties.

EDUCATION, EXPERIENCE AND REQUIREMENTS

1. Valid California Teaching Credential with authorization (CLAD/BCLAD/SB 1969-SADEI/LDS) to teach English Language Learners;
2. Valid California's Driver's License and evidence of insurance;
3. TB Test clearance;
4. Drug test clearance;
5. Criminal Justice Fingerprint clearance.

PHYSICAL CHARACTERISTICS:

1. Sufficient vision to read printed material;
2. Sufficient hearing to conduct in-person and telephone conversations;
3. Understandable voice with sufficient volume and clarity to be heard in normal conversations;
4. Sufficient dexterity to write, use telephone and office equipment;
5. Sufficient strength to lift, carry, reach and handle objects;
6. Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.