

Cabell County Schools
Job Description
English as a Second Language Teacher
(Part-Time)

Position:	English as a Second Language Teacher
Supervisor:	Director of Federal Programs
Salary:	\$25.00 hour
Length of Employment:	200 days (Not to exceed 90 working days and not to exceed 720 total hours)
Location:	Multi-Schools – Flexible Schedule based on ESL needs
Job Description:	<p>An English as a Second Language (ESL) teacher, under the supervision of the Federal Programs Director, shall:</p> <ul style="list-style-type: none">▪ Pre-assess students who may require ESL services;▪ Provide appropriate interventions for students identified as having Limited English Proficiency (LEP);▪ Provide high quality professional development for core teachers and other staff; Document compliance with all federal Title III mandates;▪ Communicate with LEP parents to encourage their participation in the education of their children;▪ Perform other responsibilities as assigned by the Title Programs Director and as directed by the ESL Coordinator to enhance the county LEP program.

Qualifications:

1. Must have a valid WV teaching certificate with a bachelor's degree or higher.
2. Must be certified in English as a Second Language.
3. Preference given for documented prior experience working with ESL students.
4. Preference given for documented experience living and/or working in culturally and linguistically diverse settings.
5. Must be able to diagnose language deficits of LEP students and plan appropriate educational interventions to remediate their needs.

6. Must show evidence of effective communication skills with students, parents and other teachers.
7. Must demonstrate ability to embed effective professional development in mainstream classrooms where LEP students are enrolled.

Responsibilities:

1. Assess students for placement using the Woodcock Munoz test of English proficiency.
2. Recognize the stages of language acquisition and language development.
3. Use a variety of data to inform ESL instruction including graded class work, ELPA21 results, classroom observations, teachers' feedback, writing samples, etc.
4. Work with the ESL Coordinator and other ESL staff to develop a coherent LEP program that follow mandates set forth by both Title III federal legislation and by the county's Strategic Plan.
5. Maintain thorough written records and reports as assigned to meet program requirements;
6. Help core teachers to prioritize LEP students' instruction and decide upon and provide appropriate contracted accommodations so the LEP students may master the essential content standards and objectives.
7. Provide advice to core teachers regarding effective, research-based instructional practices for ESL students in mainstream classrooms.
8. Develop schedule to offer services to LEP students conferring with teachers and administrators.
9. Help core teachers to differentiate grading for ESL students.
10. Maintain professional work habits including, but not limited to self-motivation, integrity, teamwork and time management.
11. Review, design and/or develop relevant instructional materials for ESL students.
12. Meet as needed with building administrators to solve problems regarding ESL students, programs and services.

13. Communicate with parents to involve them in the ESL students' education.
14. Recognize and respond appropriately to a wide variety of cultural influences.
15. Regularly participate in ESL staff development to enhance and update skills in most effectively serving LEP students and teaching content teachers to do the same.
16. Assume other duties and responsibilities as assigned by the Director of Federal Programs.