

# Ravenswood City School District

## Position Description

TITLE: Newcomer/ELD Teacher

### **Job Purpose Statement:**

Under the direction of Site Administrators, the Newcomer/ELD Teacher provides designated English Language Development instruction for students with emerging English skills and authorized by credential(s) and English Learner authorization, utilizing district course of study and appropriate learning activities, guides, textbooks and other instructional materials provided by the district.

### **Essential Job Functions**

- Teaches designated English Language Development to pupils in a classroom, utilizing course of study and goals and objectives provided by the district.
- Instructs pupils in citizenship, basic communication skills, and other general elements of the course of study specified in state law and administrative regulations and procedures of the school district.
- Develops lesson plans which adapt the curriculum to the needs of each pupil.
- Translates lesson plans into learning experiences so as to best utilize the available time for instruction.
- Helps pupils become aware of relationship to others, and establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
- Evaluates pupil growth, keeps records required by the district.
- Communicates with parents through a variety of means, including parent conferences when needed or required to discuss the individual pupil's progress and interpret the school program.
- Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems, and shows awareness of the primary importance of children's self-concept and emotional well-being.
- Provides an effective environment of learning.
- Continues professional growth through participation in in-service education activities provided by the district and/or self-selected professional growth activities.
- Helps promote understanding of various cultures and teaches some history of minority groups in America appropriate to grade and age of pupils.
- Assumes responsibility to maintain open communication and group evaluation of the primary program among all members of the primary staff.
- Additional items mutually agreed upon may be specified by the certificated employee and the supervising administrator at the time of employment or during evaluation conferences.
- Selects and requisitions books, instructional aids and instructional supplies and maintains required inventory records.
- Ensures a comfortable room environment through control of heating, lighting and ventilation to the extent possible.
- Supervises pupils in out-of-classroom activities as required during the assigned working hours.
- Administers group standardized tests in accordance with district testing program.

- Participates in curriculum development within the school of assignment and/or on a district level.
- Shares in school activities and participates on faculty committees.
- Plans and coordinates the work of aides, teacher assistants and other para-professionals as appropriate.
- Performs basic attendance accounting and clerical services as required.
- Other duties that support instruction as assigned.

**Knowledge, Abilities and/or Physical Requirements:**

- **KNOWLEDGE OF:**
  - Common Core State Standards, Positive Behavioral Intervention and Supports (PBIS), Response to Intervention/Multi-Tiered Systems of Support, and Universal Design for Learning and backwards unit and lesson design experience.
  - Pedagogy, curricular programs, assessments, and supplementary materials for historically underserved populations, English and Standard English Learners.
- **ABILITY TO:**
  - Maintain a learner stance within departments and stakeholder groups and collaborate with multiple stakeholders across content areas, administrators, district support, and other partners.
  - Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities, and work with diverse school sites and conditions in a manner that achieves District goals.
  - Communicate effectively in English orally and in writing, and model communication skills using tact, patience, and courtesy to respond to the needs of team members and others.
  - Operate personal computer, related software, and other office equipment, and flexibly learn new applications and systems as needed.
  - Meet District standards of professional conduct as outlined in Board Policy.
- **EDUCATION AND/OR EXPERIENCE:**
  - Bachelor's degree from an accredited college or university.
  - Enrollment in or completion of teacher preparation program.
- **PHYSICAL ABILITIES:** Seeing to perform activities and read a variety of materials. Hearing and speaking to exchange information and make presentations. Dexterity of hands and fingers to operate a keyboard and various equipment. Sitting and standing for extended periods of time. Walking, twisting, stooping, crouching, kneeling, bending over, grasping, reaching overhead, pushing, pulling and moving, lifting and/or carrying 0-50 pounds to waist height.

**License, Certification, Bonding, and/or Testing Requirements:**

- Valid California Teaching Credential with English Learner authorization.
- Valid California Driver's License.

**Working Conditions:**

- **ENVIRONMENT:** Classroom environment and/or home/hospital instruction. Office environment with some travel between District sites. Drive a vehicle to conduct work. May be required to use a personal vehicle.
- **HAZARDS:** Potential for contact with bodily fluids, blood-borne pathogens, and communicable diseases. Exposure to anti-social behavior. Driving a vehicle during adverse weather conditions.

**Reports to:**

- Site Administrators

**Work Year:**

- 10 months

**Salary Placement:**

- RTA Certificated Salary Schedule

**Evaluation:**

- Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of the Certificated Personnel and the RTA Contract.