

LOS GATOS UNION SCHOOL DISTRICT
JOB DESCRIPTION – ENGLISH LANGUAGE DEVELOPMENT TEACHER

TITLE: English Language Development Teacher

REPORTS TO & EVALUATED BY: Director Curriculum and Instruction

SALARY: Certificated Salary Schedule

DEPARTMENTS: Curriculum and Instruction

CLASSIFICATION: Certificated

WORK YEAR: 184 DAYS

BASIC FUNCTIONS:

Under the supervision of the Director of Curriculum and Instruction, provide standards based English language development services to identified students whose primary language is not English, and other students of need. Provide itinerant services to identified students in a push in program structure and effectively communicate student progress and recommended strategies to classroom teachers. Collaborate with classroom teachers to develop and model Designated and Integrated English Language Development lessons. Align services with District curriculum and state standards. Oversee Elementary ELPAC testing. Facilitate professional development for teachers and staff as needed. Perform reasonable non-teaching duties as assigned. May plan and coordinate the work of aides, teacher assistants, and other paraprofessionals.

ESSENTIAL RESPONSIBILITIES AND REPRESENTATIVE DUTIES:

Duties may include, but are not limited to, the following:

1. Design and deliver a highly effective program of English language development instruction to engage and guide each student to successfully develop English proficiency.
2. Design and develop lesson plans and related instructional materials to differentiate instruction to address diverse student needs and interests.
3. Identify student's needs and collaborate with colleagues to assess and develop strategies to address student needs.
4. Create and maintain accurate records of student progress and status, prepare progress reports and communicate with teachers regularly on each child's progress.
5. Maintain records of students up to and through re-designation.
6. Assess student achievement using district approved testing materials.
7. Collaborate with classroom teachers to plan and/or deliver instruction.
8. Report student progress to classroom teachers and parents.
9. Oversee and administer ELPAC testing.
10. Maintain professional competence through participation in in-service education activities provided by the district and/or self-selected professional growth activities.
11. Maintain harmonious relations with students, staff, parents, and the community.
12. Perform other related duties as assigned.

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QUALIFICATIONS AND EXPERIENCE:

1. Valid California Teaching Credential with English Learner certification (CLAD or equivalent) and qualifications appropriate to the specific assignment
2. Understanding of the mental, emotional and social development of students and ability to apply to the teaching and learning processes
3. Understanding of a variety of instructional strategies to differentiate instruction to meet the individual needs of students

KNOWLEDGE AND ABILITIES:

Knowledge of:

1. Researched based instructional techniques for implementation of curriculum
2. Intellectual, emotional and social development of students
3. Integrating educational technology into the curriculum.
4. Appropriate intervention strategies for students
5. Assessment tools appropriate to evaluate students

Ability to:

1. Work with a variety of instructional groups in student-centered classroom
2. Use data and assessment to plan and implement instruction.
3. Communicate clearly with staff, students and parents.
4. Work collaboratively with peers, students and parents
5. Develop effective conflict resolution strategies
6. Provide a positive school climate

WORKING CONDITIONS:

Environment:

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 essential functions. Indoors work environment.

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Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires moderate physical effort with frequent standing or walking. There is frequent handling of textbooks and supplies. The employee will encounter exposure to ill students. The position requires mobility to climb, kneel, stoop, crawl, reach, and bend, accurate perception of sound; near and far vision with the ability to read small print; and dexterity. The employee will frequently work independently with high work volume and tight deadlines. The position is primarily located in a school site office, but the incumbent may be asked to travel within the district.

LICENSES:

Possess and maintain a valid California driver's license and insurance.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.