



POSITION DESCRIPTION

Job Title: EL Teacher K-5

Reports to: SM Elementary Principal

Position Summary:

The EL Teacher will coordinate assessments and services to deliver high-quality instruction to English Language Learner (ELL) students in collaboration with the teaching staff. The EL Teacher will serve as a resource for staff on ELL instruction for grades K-5.

Job Responsibilities:

- Assist all English Language Learners (ELLs) in achieving English language proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs
- Assist in the development and implementation of appropriate ELL program curriculum
- Collaborate with a team of educators to ensure that general education classroom environments and learning experiences support ELLs
- Lead professional development for staff on ELL practices and strategies
- Actively participate in initiatives to engage parents and families of ELL students in the school community.
- Coordinate and ensure accurate assessment and placement of ELL students
- Appropriately identify students with limited English-speaking ability and determine the appropriate instructional program and environment for ELLs and monitor their progress in order to determine their readiness in a mainstream classroom environment
- Provide materials, instructional assistance, co-teaching on an as need basis, and professional development to assist teachers in strengthening ELL instruction
- Participate in team meetings, IEP meetings, and any other meetings pertaining to ELL student achievement
- Supervises students, fostering and ensuring a disciplined and safe learning environment
- Attend meetings as scheduled. Assist at ELL parent meetings and other events as scheduled
- Translate and interpret documents/meetings as needed
- Assist with the coordination of the annual Access test
- Collaborate with other system personnel on the use and implementation of Title III funding
- Adheres to all SMCS policies and procedures. Performs other duties as assigned.

Qualifications:

- A minimum of a BA/BS in Education in an appropriate subject area
- Current Wisconsin teaching license; submission to legal background check
- Bilingual in Spanish required
- Experience as an ELL aide preferred
- Demonstrated faith commitment
- Strong communication skills- verbal and written, and able to work independently

Christian commitment:

- Role model and witness to a Christian lifestyle
- Motivate, through good example, meaningful prayer and Liturgical experiences
- Promote a positive, charitable spirit and nurture a Christian environment within the school community; interact with families promoting the total Christian education of the student
- Work openly, creatively, and cooperatively with the principal and other members of the staff
- Remains calm under pressure, never displaying unjust anger, animosity, or lack of consideration

I accept the above responsibilities and by signature indicate my willingness to enthusiastically participate in the implementation of the faith community. I can perform the above duties with or without reasonable accommodation.

Signature: _____