

Educational Service Center of Medina County

Job Description

Title: English Language Learner (ELL) Teacher

Reports To: Superintendent, Director of Special Needs Initiatives, or District Representative

Supervises: N/A

FLSA Status: NON-EXEMPT

Qualifications:

- Holds an A.B./B.S. degree in special education, education, or related field.
- Has a license with TESOL endorsement or a multi-age Pre-K-12 TESOL license.
- Possesses previous experience.
- Completes documented evidence of a clear criminal record.
- Possesses a valid Ohio driver's license.

Description:

Works with children whose first language is not English; works in a range of locations to help learners develop linguistic and cultural competence to participate fully in educational, work, and cultural environments.

Key Functions:

Ethical and Professional Attributes and Behaviors:

1. Implements the Educational Service Center of Medina County's philosophy of "Making yourself indispensable."
2. Cooperates with the philosophy and operational procedures of the local, city, or joint vocational school; nonpublic school; or other contracted agency.
3. Maintains a positive working relationship with personnel from the county and all contracted schools or agencies.
4. Represents the ESCMC and its service schools with professionalism at all times.
5. Demonstrates integrity and ethical behavior at all times.
6. Maintains confidentiality in all job-related discussions and communications.
7. Takes all necessary and reasonable precautions to protect equipment, materials, and facilities.
8. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
9. Is regular and prompt in attendance.
10. Dresses professionally and appropriately for the position. Exhibits personal habits and behavior that are professional and appropriate for the position.

11. Seeks opportunities to improve skills and grow professionally.
12. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.
13. Responds quickly to directives from the Superintendent and/or Director of Special Needs Initiatives.

Essential Functions:

1. Implements Educational Service Center of Medina County administrative policies, rules, regulations, and directives.
2. Prepares for classes or other duties assigned and shows evidence of preparation upon request to supervisory and administrative staff.
3. Demonstrates professional growth.
4. Appropriately utilizes standardized test results.
5. Implements the Educational Service Center of Medina County customer philosophy.
6. Cooperates with the philosophy and operational procedures of the local, city, or exempted village school district; non-public school; or other contracted agency.
7. Effectively utilizes other personnel and seeks viewpoints and/or assistance when appropriate.
8. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
9. Is prompt; meets classes or appointments on time.
10. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
11. Maintains a positive working relationship with personnel from county and all contracted schools or agencies.
12. Maintains an appropriate appearance.
13. Maintains a good attendance record.
14. Effectively completes other job performance criteria as assigned, and demonstrates that recommendations for improvement have been implemented.
15. Observes students to determine educational needs/modifications within an inclusive program.
16. Monitors student progress and assists in needed planning for included students.
17. Assists in the design and implementation of included student programming.
18. Focuses efforts on student behavior and responsibility with the students, teacher, support staff, and parents.
19. Assists classroom teachers in determining, designing, and implementing accommodations for included students.
20. Acts as a liaison between school and home to reinforce the need for collaboration.
21. Provides individual or small-group assistance to include students, as needed, to assist student(s) with coursework.
22. As needed, model teaches for regular class instructors.
23. As needed, serves as an equal teaching partner with a regular education teacher to provide instruction for specific educational units.
24. Presents information on inclusion and the school's inclusion program to school, community, and other interested groups.

25. Creates a classroom environment that is conducive to learning and appropriate to the maturity, interest, and abilities of students; translates lesson plans into learning experiences to best utilize the available time for instruction; provides written evidence of preparation upon request of the supervisor.
26. Employs a variety of instructional techniques and media, consistent with the physical limitations of the locations provided and the needs and capabilities of each student.
27. Identifies the difference in needs, abilities, and interests among students and provides appropriate instruction to meet those differences.
28. Ensures the quality and consistency of ELL program at the school(s) assigned.
29. Tracks progress of identified ELL students.
30. Determines effective staff development related to language acquisition.
31. Coordinates and administers the OELPA as required by the district and state.
32. Maintains, interprets, and appropriately distributes results of the OTELA and other assessments as required by the district and state.
33. Ensures that parents of ELL students are given the opportunity to fully participate in their student's education.
34. Assists parents of ELL students with school registration, parent conferences, and home learning skills.

Other Duties and Responsibilities:

1. Performs all provisions to include instructions of the Individual Education Plan.
2. Performs any additional duties determined by the administration of the Educational Service Center of Medina County.

Additional Working Conditions:

1. Potential exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather/driving conditions.
3. Potential interaction among unruly children.

Required Training:

1. All online trainings currently required by the ESC.
2. Any and all trainings/professional development mandated by the ESCMC, ODE, USDOE, ODH, ORC, OSHA and/or as needed to maintain appropriate certification/licensure for the position held.

Affirmative Action and EEO Policy

It is the policy of the Governing Board of the Educational Service Center of Medina County to ensure equal employment opportunity in accordance with Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, or veteran status is illegal.

The Governing Board and its employees comply with state and federal equal employment laws, rules, regulations and guidelines. Our Affirmative Action and EEO policy statements are disseminated to all employees, various recruitment sources, and are displayed on all applicable job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

Governing Board Adopted: November 19, 2012
Revised by Governing Board: November 19, 2018