



Columbia County School District Job Description

Position Title: ESOL Teacher (English to Speakers of Other Languages)		
Department: School	Evaluation Instrument: TKES	
Pay Grade: Teacher Salary Schedule based on certificate level and years of acceptable experience.	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year: 190 Days Per Year, 8 Hours Per Day		
Reports to: Principal		

MINIMUM QUALIFICATIONS

Hold or be eligible for valid Georgia professional teaching certificate in applicable field.

GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

ESSENTIAL KNOWLEDGE/SKILLS: Extensive knowledge of human growth and development patterns and implications for instruction; Ability and training necessary to effectively utilize technology in the planning, implementation and evaluation of instruction; Knowledge of sound educational research and instructional practices in area of expertise; Continuous staff development and participation in workshops, classes or other activities designed to improve skill and performance and to stay abreast of current trends in subject content and school improvement; Ability to instruct students with a high level of expectation for behavioral and academic standards; Ability to motivate students to be productive learners and challenge all students to meet world-class standards of educational excellence. Requires regularly lifting, continuous standing, walking, squatting, bending, reaching, talking, hearing. Physical requirement for this position: Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. Is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading. Is subject to both environmental conditions: Activities occur inside and outside.

SPECIFIC RESPONSIBILITIES:

- Conducts small group of individual language development activities for limited English speaking students.
- Assists with preparation of materials for student use.
- Assesses student need and eligibility, assess student progress, serve as member of Student Support Team for each student, communicate with principals, teachers and parents concerning student progress.
- Maintains equipment and materials.
- Teaches approved curriculum.
- Maintains accurate records.

IMPORTANT NOTES

ESSENTIAL DUTIES
Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position’s role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is

assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: March 2013