

Litchfield School District - SAU 27

POSITION TITLE: ENGLISH LANGUAGE LEARNER TUTOR/TEACHER	
Job Description Approved By: <i>Litchfield School Board</i>	Date: 8/3/05
General Purpose:	The English Language Learner tutor/teacher will provide instruction to eligible students in English as a Second Language. The English Language Learner tutor/teacher will work collaboratively with building administrators and classroom teachers to help students succeed in the general curriculum.
Reports to:	Director of Special Services
Supervises:	N/A

POSITION DUTIES AND RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position:

1. To annually review Home Language Surveys and determine if a follow-up Limited English Proficiency Assessment should be administered to a student.
2. To apply the principles and methods of second language acquisition to various classroom situations and instructional materials.
3. To design and administer formal and informal testing instruments which measure student progress and proficiency in a second language and to interpret the results.
4. To work collaboratively with administration and classroom teachers on the designing of a student's Individual Learning Plan and/or classroom modifications.
5. To plan and coordinate annual meetings to discuss student progress.
6. To regularly evaluate student progress and keep administration, classroom teachers, and parents informed of progress in order to determine the effectiveness of each student's Individual Learning Plan.
7. To maintain accurate records on students and maintain appropriate documentation of services rendered.
8. To provide, when appropriate, workshops and consultation to the school district staff regarding English as a Second Language development, strategies for teaching the identified student within the classroom, and interpretation of diagnostic materials.
9. To coordinate information with the building special education team, as appropriate.
10. To assist in the development of the annual budget for ESOL services, and to requisition needed supplies for servicing students.
11. To perform other appropriate activities assigned by the Director of Special Services.

All other responsibilities as assigned by supervision.

Evaluation: Evaluation will be completed by the Director of Special Services prior to April 1st. Evaluation will be based on professional performance and effectiveness in carrying out the responsibilities of the position as defined.

TERMS OF EMPLOYMENT:

At-will; non exempt or salaried exempt as student population requires.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor’s Degree in related area

Necessary Knowledge, Skills and Abilities:

Knowledge of the principles and methods of second language acquisition. Ability to apply those principles and methods to various classroom situations and instructional materials.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Certification in English as a Second Language

PHYSICAL ACTIVITY REQUIREMENTS:

Primary Physical Requirements:

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Occasionally required
2. Lift 11 to 25 lbs:	Occasionally required
3. Lift 25 to 50 lbs:	Rarely required
4. Lift over 50 lbs:	Not required
5. Carry up to 10 lbs:	Occasionally required
6. Carry 11 to 25 lbs:	Occasionally required
7. Carry 26 to 50 lbs:	Rarely required
8. Carry over 50 lbs:	Not required
9. Reach above shoulder height:	Occasionally required
10. Reach at shoulder height:	Occasionally required
11. Reach below shoulder height:	Occasionally required
12. Push/Pull:	Rarely required

Hand Manipulation:

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Rarely Required
2. Handling:	Rarely Required
3. Torquing:	Rarely Required
4. Fingering:	Rarely Required
5. Controls and Equipment:	Computer, telephone, copy and FAX machine, 2-way radio, postage meter, calculator

Other Physical Consideration:

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Not required
2. Bending:	Rarely required
3. Crawling:	Not required
4. Squatting:	Rarely required
5. Kneeling:	Rarely required
6. Crouching:	Rarely required
7. Climbing:	Occasionally required
8. Balancing:	Rarely required

Work Surface(s):

Standard office desk and chair. Carpeted and tile floors.

During the Work Day, Employee is Required to:

	<u>Consecutive Hours</u>									<u>Total Hours</u>											
Sit	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8				
Stand	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8				
Walk	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8				

Work Performed: Inside: 100%
Outside: 0%

Cognitive and Sensory Requirement(s):

1. Talking:	Necessary for communicating with others.
2. Hearing:	Necessary for receiving instructions and inquiries.
3. Sight:	Necessary for doing job effectively and correctly.
4. Tasting and Smelling:	Not Required

Other Training, Skills and Experience Requirements:

Ability to work with staff, students, parents, and the community.

Summary of Occupational Exposures:

May be exposed to (N/A)

Other Considerations and Requirements:

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.

Applicants will be subjected to a criminal background check required by state law. Employee must pass background check to enable bonding by the district’s liability insurance carrier.