

**Job Description**  
**BOARD OF EDUCATION**  
**DENVILLE**

**TITLE:** ENGLISH AS A SECOND LANGUAGE  
EDUCATION TEACHER

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate and English as a Second Language Certificate or eligibility
  2. Demonstrated language proficiency and knowledge of effective teaching methods
  3. Ability to maintain a positive learning environment
  4. Strong interpersonal and communication skills, including the effective use of technology in the classroom.
  5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** Principal/Director of Special Services

**SUPERVISES:** Pupils, and when assigned, student teachers and classroom aides

**JOB GOAL:** To provide an approved bilingual education program that fosters English proficiency, academic learning and personal growth.

**PERFORMANCE RESPONSIBILITIES:**

1. Works to achieve state core curriculum content standards district goals and objectives by promoting active learning in the classroom using board-adopted curriculum and other appropriate learning activities.
2. Develops lesson plans and instructional materials and provides opportunities for individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
3. Sets specific objectives in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
4. Participates in the assessment of the English proficiency of pupils whose native language is other than English; helps to identify pupils eligible for English as a Second Language programs or other services designed to improve English language proficiency.
5. Assesses pupil academic progress, English proficiency and personal growth toward stated objectives of instruction. Assesses pupils annually to determine if they are ready to exit the ESL program.

6. **Maintains records of pupils' educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.**
7. **Identifies academic and support services needs of limited English proficient pupils and cooperates with other professional staff members in assessing and resolving learning problems.**
8. **Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.**
9. **Budgets class time effectively.**
10. **Communicates with parents through conferences and other means to inform them about the school program, discuss pupil progress and encourage their involvement in the development and review of program objectives. Works cooperatively with the district's bilingual parent advisory committee.**
11. **Devises written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.**
12. **Supervises pupils in out-of-classroom activities as assigned.**
13. **Maintains professional competence and continuous improvement through in-service education and other professional growth activities.**
14. **Participates in school-level planning, faculty meetings/committees and other school system groups.**
15. **Makes effective use of community resources to enhance the instructional program.**
16. **Upholds and enforces school rules, administrative regulations and board policy.**
17. **Performs other duties within the scope of his/her employment and certification as may be assigned.**

**TERMS OF**

**EMPLOYMENT:** Work year and salary to be determined by the board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

**APPROVED:** June 1, 2009

**Updated:** May 9, 2016