

**PENDLETON COUNTY SCHOOLS  
JOB DESCRIPTION**

**ESL Teacher**

**Qualifications:**

1. Meet minimum standards for certification as set forth by the West Virginia State Board of Education in Minimum Standards for licensure with ESL endorsement preferred.
2. Good evaluations and/or recommendations from professional associates, employers, and/or supervisors.
3. Ability to communicate effectively with students, school personnel, and parents, and an ability to work cooperatively with others.
4. Ability to motivate students and get them excited about learning.

**Immediate Supervisor:**

Principal/Title III Director

**Teacher Responsibilities:**

1. Implement consultative model for ESL services based upon need of individual ESL students to include the following:
  1. reviewing and re-teaching prerequisite skills;
  2. organizing previously introduced material;
  3. reinforcing previously introduced materials;
  4. adapting curricula for easier access;
  5. assisting with long-term assignments;
  6. targeting learning strategies, including acceleration, to ensure content knowledge acquisition, AND
  7. modifying assessment(s) in accordance with the student's LEP plan.
2. Utilizes instructional management systems which increases student learning and maximizes time on task.
3. Monitor student progress towards achieving instructional objectives and goals (I.G.O.s).
4. Communicates effectively within the educational community and with parents on a regular basis.
5. Meets professional responsibilities.
6. Maintains and upgrades professional skills.
7. Maintains professional work habits.
8. Promotes and maintains positive pupil-teacher-parent relationships.
9. Adhere to the teacher code of conduct.
10. Perform other job related duties as assigned by the Principal/Title III Director.