
JOB DESCRIPTION

ESL/BILINGUAL

BOARD OF EDUCATION
FAIRFIELD, NJ

PERSONNEL
CERTIFICATED STAFF

TITLE: BILINGUAL EDUCATION TEACHER, ESL, ELL

QUALIFICATIONS:

1. Valid New Jersey Instructional Certificate and grade level and/or content area endorsement and Bilingual Education Endorsement 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
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Principal/Designated Administrator

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:

Curriculum and lesson plans

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 for English as a Second Language (ESL) students / English Language Learners (ELL).
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.

Classroom activities and work with students

1. Participates in the assessment of the English proficiency of pupils whose native language is other than English; helps to identify pupils eligible for bilingual education and/or English as a Second Language programs or other services designed to improve English language proficiency.
2. Assesses pupil academic progress, English proficiency and personal growth toward stated objectives of instruction. Assesses annually to determine pupils ready to exit the bilingual/ESL program.
3. Maintains records of pupils' educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
4. Identifies academic and support services needs of limited English proficient pupils and cooperates with other professional staff members in assessing and resolving learning problems.
5. Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning for English as a Second Language (ESL) students / English Language Learners (ELL).

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6. Budgets class time effectively.
7. Devises written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.
8. Supervises pupils in out-of-classroom activities as assigned.

Maintains good relations with parents

1. 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.
2. Works cooperatively with the district's bilingual parent advisory committee.

Other

1. Maintains professional competence and continuous improvement through inservice education and other professional growth activities.
2. Participates in school-level planning, faculty meetings/committees and other school system groups.
3. Makes effective use of community resources to enhance the instructional program.
4. Upholds and enforces school rules, administrative regulations and board policy.
5. Notifies the school principal promptly with information relevant to orderly district operations, such as observations about gang activity, signs of student depression, or signs of child abuse.
6. 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.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

NOTE: Pursuant to NJSA 18A:25-3. Teaching etc., on holidays not required

"No teaching staff member shall be required to perform his duties on any day declared by law to be a public holiday and no deduction shall be made from such member's salary by reason of the fact that such a public holiday happens to be a school day and any term of any contract made with any such member which is in violation of this section shall be void."

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LEGAL REFERENCES:

<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A. 18A:6-10</u>	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:25-2</u>	Authority over pupils
<u>N.J.S.A. 18A:25-4</u>	School register; keeping
<u>N.J.S.A. 18A:26-1</u>	Citizenship of teachers, etc.
<u>N.J.S.A. 18A:26-1.1</u>	Residence requirement prohibited
<u>N.J.S.A. 18A:26-2</u>	Certificates required; exception
<u>N.J.S.A. 18A:27</u>	Employment and contracts
<u>N.J.S.A. 18A:28-3</u>	No tenure for noncitizens
<u>N.J.S.A. 18A:28-5</u>	Tenure of teaching staff members
<u>N.J.S.A. 18A:28-8</u>	Notice of intention to resign required
<u>N.J.S.A. 18A:35-15 to 26</u>	Bilingual education programs
<u>N.J.S.A. 18A:37</u>	Discipline of pupils
<u>N.J.A.C. 6A:7</u>	Managing for equality and equity in education
<u>N.J.A.C. 6A:8</u>	Standards and assessment
<u>N.J.A.C. 6A:9</u>	Professional licensure and standards
See particularly:	
<u>N.J.A.C. 6A:9-3.3</u>	Professional standards for teachers
<u>N.J.A.C. 6A:9-5</u>	General certification policies
<u>N.J.A.C. 6A:9-8</u>	Requirements for instructional certificate
<u>N.J.A.C. 6A:9-9.2</u>	Endorsements and authorizations
<u>N.J.A.C. 6A:9-9.2 (b)1</u>	Bilingual/bicultural education
<u>N.J.A.C. 6A:9-15</u>	Required professional development for teachers
<u>N.J.A.C. 6A:15</u>	Bilingual education
<u>N.J.A.C. 6A:16</u>	Programs to support student development
<u>N.J.A.C. 6A:32-4</u>	Employment of teaching staff
<u>N.J.A.C. 6A:32-4.4</u>	Evaluation of tenured teaching staff members
<u>N.J.A.C. 6A:32-4.5</u>	Evaluation of nontenured teaching staff members
<u>N.J.A.C. 6A:32-5.1</u>	Standards for determining seniority
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations
<u>N.J.A.C. 6A:32-7</u>	Student records

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et seq.

Approved by: BOE

Date: April 29, 2014

Revised: