



Job Description Worksheet

Job Title: ESL High School Teacher

Reports to: Site Administrator
Department: School Improvement/School Operations
Compensation: Teacher's Salary Schedule
Overtime Status: Exempt
Date Job Revised: August 11, 2008

Position Summary: Teach English to non-English speaking students. Creating a flexible High School age based program based on subject matter taught, and a class environment favorable to learning and personal growth; establishing effective rapport with pupils; motivating pupils to develop skills, attitudes and knowledge needed to provide a good foundation for preparation for college, vocational school or acquiring employment, in accordance with each pupil's ability; and establishing good relationships with parents and with other staff members.

Minimum Qualifications/Job Requirements:

Education: Bachelor's Degree.

Specialized Knowledge, Licenses, etc: Oklahoma Teaching Certification in Secondary Education in appropriate subject or subjects. Alternative Teaching Certification as approved by Oklahoma State Department of Education.

Other: Ability to work cooperatively and collaboratively with others, demonstrate self-discipline and initiative, follow state and district guidelines.

Duties and Responsibilities:

- Teaches courses in area of certification to secondary pupils, using the Oklahoma Core Curriculum, the standards and benchmarks identified for each course, and other curriculum publications as guidelines in teaching individual course content.
- Instruct pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
- Develops lesson plans and appropriate instructional aides stressing discovery and laboratory learning as necessary depending on subject taught.
- Demonstrate subject matter concepts and examples using models, chalkboard, overhead projector, computers or any other standard or approved teacher-prepared instructional aids.
- Provides opportunities when needed for individualized and small-group instruction to adapt the curriculum to the needs of the pupils.
- Utilizes grading patterns that are fairly administered and based on identified criteria.
- Establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom. Treat pupils with respect and dignity.
- Evaluates pupils' academic growth, keeps appropriate records, and prepares progress reports.
- Selects and requisitions books, instructional aids, and instructional supplies; maintains required inventory records.
- Communicates with parents through conferences and other means to discuss pupil's progress and interpret the school program. Interacts with pupils, staff and parents in a positive and professional manner.
- Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
- Establish rapport with pupils and provides a pleasant, safe, and orderly climate conducive to learning.
- Actively participate in full implementation of the TPS model for School Improvement.
- Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities.
- Supervises pupils in out-of-classroom activities during the assigned working day.
- Administers group-standardized tests in accordance with district testing program.

- Participates in curriculum development programs as required.
- Participates in faculty committees and the sponsorship of pupil activities.
- Enforces school board policies and regulations.