

Job Title: Adult Education ESL Teacher
Department: Adult Education
Reports To: Southwest Adult High School Administrator
FLSA Status: Non Exempt
Salary Schedule: SA schedule



SUMMARY

Under the direction of the Southwest Adult High School Administrator, the incumbent teaches in the field of Language Arts to out-of-school youth and adults, who are non-speakers of English, by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Diagnoses the English needs of students and selects or develops the appropriate materials to fill the needs.

Teaches language arts to nonnative English speaking students utilizing courses of study adopted by the Professional Development Department as well as other appropriate learning activities.

Instructs students in basic communication skills to facilitate their transition into the regular instructional program.

Provides individualized and small group instruction in order to adopt the curriculum to the needs of each pupil to the extent possible.

Provides an appropriate physical and psychological environment to establish and reinforce attitudes and social skills useful in the regular program.

Stimulates in students the development of positive self images and ethnic pride.

Cooperates with site staff members in assessing and helping students solve attitude and learning problems.

Maintains professional competence through in-service education activities provided by the district and/or self-selected professional growth activities.

Maintains an auditable record of pupil attendance and makes daily reports of students absent each period.

Participates cooperatively with the Southwest Adult High Administrator and/or Lead ESL Teacher to develop action plans and goals based on an evaluation summary.

Evaluates each student's performance and growth in knowledge and understanding, and prepares progress reports.

Facilitates effective partnership agreements with community agencies.

Communicates in a supportive manner with students, parents, staff, faculty, and community members.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Proficient in all aspects of computer technology including Microsoft Office programs. Must be proficient in data entry and maintaining database programs in addition to assisting with the program's website, smart classroom technology, and desktop publishing.

Must be fluent in both Spanish and English with excellent writing, speaking, and reading skills.

Ability to instruct students in upper levels of secondary math including Algebra I, Algebra II, Geometry.

Ability to read, analyze, and interpret technical journals and legal documents. Ability to respond to common inquiries or complaints from parents, community, and staff members. Ability to effectively present information parents, community, and students.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Bachelor's degree from an accredited four-year college or university. A minimum of two successful years of teaching experience in a secondary school setting with an emphasis in math, science, computer technology.

CERTIFICATES, LICENSES, REGISTRATIONS

Active Utah Teaching Certificate with proper endorsements authorizing areas assigned. ESL endorsement preferred.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Successful candidate must be willing to work Monday through Thursday, including evenings, with an extended schedule until June 30th.

Prepared By: Adult Education Coordinator II			Date: 12/18/2012
Approved By: Executive Director, Human Resources			Date: 12/19/2012
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 5/31/2016
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EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	