

**Job Title:** Lead English as a Second Language (ESL) Teacher  
**Department:** Adult Education  
**Reports To:** Southwest Adult High School Administrator  
**FLSA Status:** Non Exempt  
**Salary Schedule:** SA lane 01 step 05



### **SUMMARY**

The Lead ESL Teacher will work with the Southwest Adult High School Administrator to plan, develop, and implement the English as a Second Language program at Southwest Adult High School.

**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.*

Plans and implements all aspects of ESL program for WCSD Adult Education.

Assists in hiring qualified ESL instructors.

Supervises and evaluates ESL instructors.

Assesses and recommends curriculum for implementation.

Conducts pre-testing and post-testing of ESL students.

Responsible for maintaining all student records and entering data into program database.

Responsible for professional development for ESL instructors.

Submits reports to Southwest Adult High School Administrator.

Works closely with community organizations who support non-English speaking students.

Assists with program orientation and registration process.

Teaches language arts to non-native English speaking students, utilizing courses of study adopted by the Learning & Development Department as well as other appropriate learning activities.

Implements and teaches civics and citizenship.

Assists Southwest Adult High School Administrator in writing grant applications.

Provides transitional support services for adult ESL students integrating into Southwest Adult High School.

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

### **SUPERVISORY RESPONSIBILITIES**

This job has indirect supervisory responsibilities over the assigned SWHS ESL personnel.

**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. Previous successful ESL teaching experience in a secondary setting is preferred.

#### **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 four-ten hour days, Monday through Thursday, including evenings, with an extended schedule until June 30<sup>th</sup>.

Prepared By: <b>Director of Alternative Education</b>		Date: <b>5/29/2013</b>
Approved By: <b>Executive Director, Human Resources</b>		Date: <b>6/10/2013</b>
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: <b>HR Position Management Specialist</b>	Date: <b>6/4/2015</b>
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: <b>HR Position Management Specialist</b>	Date: <b>4/14/2016</b>
<input type="checkbox"/> Review <input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Review <input type="checkbox"/> Revised	By:	Date:

**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:	