

EMPLOYEE NAME: \_\_\_\_\_

Revised: 9/08; 5/12; 8/12; 8/13; 6/18; 7/23; 9/25; 2/26

### JOB DESCRIPTION

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| <b>POSITION TITLE:</b> District Itinerant Teacher, ESOL/IEL                                                                          | <b>JOB CODE:</b> 144A (ESOL) 144B (IEL) |
| <b>DIVISION:</b> Academics / Teaching & Learning                                                                                     | <b>SALARY SCHEDULE:</b> Teacher         |
| <b>DEPARTMENT:</b> English Learner Programs                                                                                          | <b>WORKDAYS:</b> 183                    |
| <b>REPORTS TO:</b> Director, English Learner Programs                                                                                | <b>PAY GRADE:</b> CIT (4, 5, 6 or 7)    |
| <b>FLSA:</b> Exempt                                                                                                                  | <b>PAY FREQUENCY:</b> Monthly           |
| <b>PRIMARY FUNCTION:</b> Provides instruction for students that enables them to learn and achieve to the maximum of their abilities. |                                         |
| <b>REVISION DATE(S):</b> 2/26                                                                                                        |                                         |

### REQUIREMENTS:

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| 1. | Educational Level: A bachelor's degree from an accredited college or university in the United States or the equivalent of a bachelor's degree from a college or university outside the United States that is recognized as the equivalent of the diploma awarded in the United States. Any foreign credential must be evaluated by an agency approved by the Professional Standards Commission of the State of Georgia.                                                                                                                                                                                                                                                                                             |
| 2. | Certification/License Required: Valid Georgia Teaching Certificate in ESOL or ESOL endorsement with appropriate content certification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 3. | Experience: None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 4. | Physical Activities: Routine physical activities that are required to fulfill job responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 5. | Knowledge, Skills, & Abilities: Written and oral communication in English at a minimum level of Advanced as defined the American Council on the Teaching of Foreign Languages (ACTFL: <a href="http://www.actfl.org">http://www.actfl.org</a> ) or Level 2 as defined by the Interagency Language Roundtable (ILR: <a href="http://www.govtilr.org/">http://www.govtilr.org/</a> ) or successful scores on the GACE Basic Skills Exam or meets exemption criteria. Instructional strategies that engage students in both oral and written communication and align with designated standards to connect students with the current ESOL curriculum and foster learning. Appropriate classroom and student management. |

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

### ESSENTIAL DUTIES:

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| 1.  | Demonstrates prompt and regular attendance.                                                                                                                |
| 2.  | Provides appropriate instruction in ESOL/IEL.                                                                                                              |
| 3.  | Seeks opportunities for professional development and enrichment in the teaching and learning of second languages, particular English as a Second Language. |
| 4.  | Presents a professional demeanor which enhances the image of the school.                                                                                   |
| 5.  | Exhibits professionalism in all job-related situations.                                                                                                    |
| 6.  | Develops, implements, monitors and assesses the English Language Proficiency of each identified ELL and ELL-M student.                                     |
| 7.  | Communicates with parents in all aspects of their child's English Language Services.                                                                       |
| 8.  | Completes designated procedures for students referred for ESOL/IEL services.                                                                               |
| 9.  | Compiles, maintains, and submits all required records.                                                                                                     |
| 10. | Provides educational services according to the guidelines of the program and through the established delivery model for service.                           |
| 11. | Serves as a resource and works collaboratively with the general education teachers who teach students with limited English proficiency.                    |
| 12. | Maintains prompt and professional communication with parents.                                                                                              |
| 13. | Performs other duties as assigned by appropriate administrator.                                                                                            |

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_