



Job Description

Job Title: ESL Instructor-Adult Education

Supervisor: Coordinator, Dropout Recovery
and Regional Program Manager

Job Classification: Non-Exempt

Job Summary

The ESL teacher is responsible for providing English instruction to limited English proficient adult students including curriculum development, evaluation of students' progress, and accurate maintenance of all students' records. Classroom instruction should be interactive and incorporate a variety of teaching techniques, materials and resources.

Essential Duties

1. Provide English Instruction to limited English proficient adult students
2. Develop and implement instructional lessons based on student's proficiency level using content standards
3. Provides on-going to feedback to students and coordinators
4. Analyzes student progress to identify areas for improvement
5. Attends staff development, training and professional activities to improve/maintain knowledge of ESL
6. Administers formative and summative assessments

Other Duties

1. Performs any other related duties as assigned by the Coordinator of Dropout Recovery, Regional Program Manager or Program Specialist.

Job Specifications

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

A Bachelor's degree is required and experience working with limited English proficient students, to include experience with language instruction. Current teaching certificate preferred.

Working Conditions & Physical Requirements

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 accommodation may be made to enable individuals with disabilities to perform essential functions.

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. Duties are normally performed in a school/classroom environment. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Coordinator of Dropout Recovery, Regional Program Manager and/or Program Specialist

This job description in no way states or implies that these are the only duties to be performed by this employee. ESL Instructors will be required to follow any other instructions and to perform any other related duties as assigned by the Coordinator of Dropout Recovery or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor _____ Date _____

I acknowledge that I have received and read this job description.

Employee Name (Print) _____ Signature _____ Date _____