



Administers state assessment to ESOL students to determine language proficiency as required by state and federal guidelines.

Performs other duties as may be assigned.

Ability to operate a personal computer and related software. Knowledge in the methods for developing lesson plans and materials, and classroom activities which stimulate learning. Knowledge of counseling methods necessary for handling student academic and adjustment problems. Knowledge of the materials and information which must be prepared for classroom instructional activities.

Ability to develop effective working relationships with students, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to develop effective working relationships with staff and district employees. Ability to implement a flexible work schedule to meet the reporting deadlines. Proficiency with Microsoft applications such as Excel, Word, and PowerPoint required. Ability to perform duties with a high level of detail and accuracy. Ability to self-monitor and manage multiple tasks while working individually and with members of a group.

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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.

The employee will occasionally lift and/or move up to 25 pounds such as boxes of materials. The employee will sometimes push/pull items such as furniture or boxes of materials.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, listen and/or reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision. Some driving required. Duties of the job require frequent use of a computer monitor and related equipment.

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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.

Office environment with limited exposure to environmental conditions. The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day. Frequent interruptions and immediate attention to unexpected situations are expected.

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190 Days  
Teacher Pay Scale

*The terms of employment detailed in this job description are based on full time employment during the school year. Conditions of employment adjusted for part time employees or individuals who are hired for less than an entire school year.*

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Performance of this job evaluated annually according to Board Policy.

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*The information contained in this job-description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*