

# KLAMATH COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

<b>TITLE:</b>	<b>EL/ELD Teacher</b>	
<b>REQUIREMENTS:</b>	Approved for employment through an Oregon School based fingerprint screening.	<b>REPORTS TO:</b> School Administrators
<b>EDUCATION:</b>	Bachelor's Degree or Higher ESOL Endorsement Other Appropriate Endorsements for Assigned Subjects and Levels Fluency in Oral and Written English	<b>FLSA Status:</b> Exempt
<b>LENGTH OF WORK YEAR:</b>	190 Days Per School Year	
<b>EVALUATION:</b>	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.	
<b>GENERAL JOB DESCRIPTION:</b>	<p>This job applies to EL teachers, unless otherwise identified by a specific teaching assignment in an alternate job description. Additional responsibilities and qualifications may be added for a specific position by the supervisor.</p> <p>Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the SDS sheets. Responsibilities include student safety and security.</p>	

### **ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)**

1. Develops the limited English proficient student's receptive and expressive oral language skills in his/her second language: English.
2. Develops the limited English proficient student's reading and writing skills in his/her second language: English.
3. Assesses student's needs through testing and observation and assists in the appropriate scheduling of the student.
4. Assists content area teachers in adapting instruction for the second language learner.
5. Develops the student's positive self-concept and social attitude through cross-cultural guidance activities.
6. Develops the student's awareness, understanding, and appreciation of his/her own culture and that of others.
7. Participates in the bilingual program's inservice training activities and implements new concepts in the instructional program.
8. Administers tests to students for the purpose of program evaluation.
9. Plans with the special education and classroom teachers in order to achieve specific instructional objectives of individual students.
10. Assists in the area of curriculum development in response to the needs of secondary non and limited English proficient students.
11. Evaluates instructional materials in terms of the student's linguistic, cultural, and intellectual characteristics.
12. Grow and develop professionally to ensure current methodologies are being used and professionalism is demonstrated.
13. Supervise students and assist in maintaining a safe environment at all times.
14. Incorporates multicultural educational practices in the instructional program.
15. Works effectively with parents of the target groups to be served in the classroom.
16. Maintain accurate records and communicate both written and verbal information effectively.
17. Uphold regular attendance at work and work activities.
18. Attend work dressed and groomed in a neat, clean, appropriate manner for the assignment and work setting.
19. Maintain the integrity of confidential information relating to a student, family, colleague, or district patron.
20. Maintain professional boundaries with students, including use of appropriate language, appropriate physical contact, and the use of technology such as email, text messages, or social networking internet sites.
21. Effectively use technology including internet, email, and electronic communications to enhance instruction and student learning.
22. Follow all District and supervisor policies and directives.

23. Comply with applicable state, local and federal laws, rules, and regulations.
24. Adhere to all standards established by Teachers Standards and Practices Commissions (TSPC) for the Competent and Ethical Educator.
25. Adhere to all Oregon Administrative Rules, related to licensed educators inclusive of Mandatory Reporting.
26. Maintain appropriate licenses and training hours as required to implement this position.
27. Regular attendance is an essential function of this position.
28. Other duties as assigned.

**WORKPLACE EXPECTATIONS**

- ✓ **Attendance and punctuality:** The employee has regular attendance at work and work activities and is punctual in meeting deadlines, attending meetings, following schedules, and responding to communications.
- ✓ **Personal appearance:** The employee is dressed and groomed in a neat, clean, appropriate and professional manner for the assignment and work setting.
- ✓ **Confidentiality:** The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and the best interest of the individuals involved.
- ✓ **Following policies and directives:** The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable job descriptions, and reasonable requests by proper authorities.
- ✓ **Setting appropriate boundaries with students:** The employee maintains professional boundaries in his or her relationships with students, including use of appropriate language, appropriate physical contact, and the use of technology such as email, text messages, or social networking internet sites.
- ✓ **Collaboration:** The employee maintains relationships with other staff members that are characterized by mutual support, cooperation, and respect and that build a school culture of collaboration focused on student learning.
- ✓ **Appropriate use of technology:** The employee will use internet, email, and electronic communications only for educational purposes or sharing information about school-sponsored events. The use of personal electronic devices is not allowed during class time.

**PHYSICAL REQUIREMENTS (Mark appropriate box)**

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.			X		
21-50 lbs.		X			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
<b>Maximum amount lifted by worker without assistance:</b>					
<b>If required, lifts over <u>  35  </u> lbs. are performed with two or more people or lift devices.</b>					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.			X		
21-50 lbs.		X			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
<b>Maximum amount carried by worker without assistance:</b>					
<b>If required, carrying over <u> 20 </u> lbs. are performed with two or more people or lift devices.</b>					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.			X		
21-50 lbs.	X				
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum weight of object pushed/pulled by worker:					
Distance: <u>5-20 feet</u> Type of Surface: (i.e. level, carpet, tile): <u>Vinyl Floor</u>					

ENVIRONMENT (WORK CONDITIONS)*	
Works Inside <u>95</u> % of the time	/ Works Outside <u>5</u> % of the time.
Temperature Extremes: <u>No</u>	
Works on or around moving machinery or mechanical parts: <u>Yes</u> or <u>No</u> (Circle One)	

\*Varies by location and season of the year.

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop			X		
Twist			X		
Crouch/Squat		X			
Kneel		X			
Crawl	X				
Walk-Level Surface			X		X
Walk-Uneven Surface			X		X
Climb Steps			X		
Climb Ladder			X		
Work at Heights		X			
Reach at or Above Shoulder		X	X		
Reach Below Shoulder		X			
Use of Arms				X	
Use of Wrists				X	
Use of Hands				X	
Grasping/Squeezing				X	
Operate Foot Controls	X				

ENDURANCE							
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
Sitting			X			1	2
Standing				X			
Walking				X			
Change Positions			X				

**NOTE:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Employer Representative (Immediate Supervisor):**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Prepared by: Director of Human Resources

**In the event of an on the job injury:**

*For physician to complete:*

**Is this job appropriate?**

Yes

No

Date of Release:

\_\_\_\_\_

**If not released to regular work at this time, please provide an "ANTICIPATED" DATE:**

\_\_\_\_\_

\_\_\_\_\_  
**Physician's Signature**

\_\_\_\_\_  
**Date**