

PLEASE POST

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PERSONNEL VACANCY NOTICE

GARY COMMUNITY SCHOOL CORPORATION

900 Gerry Street
Gary, IN 46406

M. Jones-Henderson, Executive Director
Human Resources Department

Dr. Paige McNulty, Emergency Manager

POSITION: Teacher of English Language (EL Teacher)

SALARY: To Be Determined

REPORTS TO: Special Populations Coordinator

PURPOSE STATEMENT

The EL teacher will work with English language learner students of varying levels in developing English skills in reading, writing, speaking, and listening. The EL teacher collaborates with classroom teachers in ensuring best practices for ELs are implemented throughout the school day either in a pull-out or push-in model. Maintains Individual Learning plans (ILPs) for EL students. Administers the WIDA Screener and annual ACCESS to student's district wide.

DUTIES AND RESPONSIBILITIES

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by this position.

- Administer language acquisition testing to determine placement in EL program within state mandated time frame; WIDA screener and ACCESS tests.
- Certified in WIDA/ACCESS testing through the WIDA portal.
- Maintain cumulative folders at respective schools with required paperwork for English learners.
- Develop and implement ILPs for EL students based on language levels and the WIDA framework through online Indiana ILP platform.
- Provide direct language development support to students via push in or pull out model at least 30-45 per day, 4-5 days a week in frequency and duration beyond standard ELA instruction.
- Utilize WIDA framework and standards in the development of lessons, strategies, and methods.
- Employ a variety of instructional techniques and teaching strategies to meet different aptitudes and interests of students, including whole group (co-teaching)/ small-group or individual learning.
- Analyze English learner progress.
- Collaborate with classroom teachers to ensure instruction and assessment is appropriate for the student at their current level of English proficiency.
- Attend IEP, Section 504, or other related meetings necessary for student assessment and/or compliance with federal and/or state law to provide EL expertise.
- Work towards building a positive self-image in English learners.
- Help the school staff to be aware of and sensitive to cultural differences.
- Perform other functions that may be assigned by direct supervisors listed above or other administration.

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.

Knowledge of:

- Basic core program for EL students consistent with state education code requirements.
- Screening, evaluating, and recommending of qualified students into the district's EL program through DRC Direct/WIDA AMS.

Skill in:

- Using a computer and related software applications.
- Using modern office equipment.

Ability to:

- Ability to read and comprehend instructions. Ability to write correspondence and effectively present information as required.
- Ability to apply common sense understanding to carry out written or oral instructions.
- Maintain accurate, complete, and correct records as required by law, district policy, and administrative regulation.
- Assist the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develop reasonable rules of classroom behavior and procedure, and maintain order in the classroom in a fair and just manner.

EVALUATION

Performance of this position will be evaluated by the Special Populations Coordinator.

EDUCATION AND EXPERIENCE

Successful completion of a teacher certification program at an accredited college or university or working towards an Indiana teacher's license. Attainment or working toward and Indiana Teachers of English Language certificate

CERTIFICATION

Indiana State Teacher's License required. Attainment or working towards attainment of an Indiana State Teacher's License in English as a Second Language required.

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.

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.

Required Testing

- Drug Test

Clearances

- Background Clearance

METHOD OF APPLICATION:

An on-line application, to include letter of interest and resume listing training, past job experiences and responsibilities should be submitted to:

Gary Community School Corporation

www.garycsc.k12.in.us

Click on Employment

900 Gerry Street

Gary, IN 46406

Human Resources Department

Bulletin No. 20-10

Certified: February 14, 2020

EQUAL OPPORTUNITY EMPLOYER