



Lansing Unified School District 469

200 East Mary Street
Lansing, Kansas 66043
913-727-1100
www.usd469.net

Job Title: English Second Language (ESL) Teacher
Reports to: Director of Special Education and Building Principal

Purposes and Objectives of the Position:

The English Second Language (ESL) Teacher teaches one or more subjects to English as a Second Language students in public schools by performing the following duties.

Qualifications:

- As set by Kansas State Board of Education for the specified teaching assignment

Duties and Requirements:

- Instructs students by lecturing, demonstrating, and using audiovisual aids and other materials to supplement presentations.
- Prepares course objectives and outline for course of study following curriculum guidelines or requirements of state and school.
- Collaborates with mainstream teachers to link ESL and content instruction and provide support to English language learners.
- Assigns lessons and corrects homework.
- Adapts materials, assignments, and assessments to meet the needs of English language learners.
- Uses differentiated instruction and interventions to meet the needs of English language learners.
- Administers tests to evaluate pupil progress, records results, and issues reports to inform parents of progress.
- Keeps attendance records.
- Maintains discipline in classroom.
- Meets with parents to discuss student progress and problems.
- Ensures that communications to parents are translated into parents' home language whenever possible.
- Participates in faculty and professional meetings, educational conferences, and teacher training workshops.
- Performs other duties as assigned.

Safe and Orderly Work Areas

- Fosters a safe and orderly environment for students and peers.
- Takes appropriate action when students and peers exhibit emotionally/physically distressed behaviors.

Student Achievement

- Assists in developing school climate and conditions that help ensure maximum student achievement.
- Assists with student mentoring when assigned.

Positive School/Community Relations

- Supports the mission of the school and district.
- Facilitates cooperation between all persons in the school community.

- Communicates with parents as necessary.

Peer and Student Relationships

- Supports use of appropriate communications skills.
- Supports development of thinking skills.
- Follows all district and school policies, handbooks, and regulations.

Effective and Efficient Performance

- Sets high expectations for self.
- Uses a variety of materials, activities and approaches appropriate to the needs of the position.
- Develops and monitors plans and goals to improve individual performance.

Fiscal, Facility, and Resource Management

- Procures supplies and equipment following building budget guidelines.
- Establishes and enforces guidelines for students that ensure the care and maintenance of district facilities and equipment.
- Maintains and cares for school and district property in the teacher's control.

Professional Attributes

- Participates in professional activities to enhance knowledge and skills.
- Uses written and spoken language well.
- Maintains positive contact with supervisors and peers.
- Handles work in a timely and effective manner.
- Maintains physical and skill requirements necessary to meet job responsibilities.

Other Duties

- Performs other duties as assigned by the supervisor and in accordance with USD 469 Board of Education policies.

The district reserves the right to modify job duties or job descriptions at any time.

USD 469 Board of Education Policies

Knowledge, Skills, and Abilities Required:

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.