

**SANBORN REGIONAL SCHOOL DISTRICT
JOB DESCRIPTION – ESOL TEACHER/COORDINATOR**

Job Title	ESOL Teacher/Coordinator
Supervisor	Principal
Qualifications:	New Hampshire ESOL Certification. Bachelor's degree. Three years of teaching experience preferred.
Purpose	To ensure that quality and appropriate services and instruction are provided to Limited English Proficient students grades K-12, including scheduling and providing ESOL (English to Speakers of Other Languages) services for English Language Learners (ELL).
Performance Responsibilities	<ul style="list-style-type: none"> ● To identify Limited English Proficient students using the district's Home Language Survey, parent interviews, and/or teacher referral in accordance with state regulations. ● To assess identified incoming students to determine eligibility for ESOL services. ● To maintain a current list of ESOL students receiving services and/or being monitored. ● To follow state mandated guidelines in providing quality and appropriate services and instruction. ● To develop educational plans for all ELL students. ● To develop and maintain required state ESOL LAU plans (Local Compliance Plan). ● To coordinate and administer federally mandated annual English Language Proficiency Assessment (ACCESS for ELLs) of all ELL students in district. Includes ordering, storing, and returning secure test materials and administering tests to all ELL students. ● To attend parent/teacher and team meetings as needed and communicate with parents about academic and social expectations for ELL students, including coordinating translation and interpretation services when needed. ● To write quarterly/ trimester/annual progress reports for all ELL students. ● To update ESOL student information in NHDOE ESS database twice yearly. ● To develop and maintain a schedule that provides services to all ESOL students across assigned schools. ● To assess ESOL students' English language proficiency annually or as needed and make program recommendations based on results. ● To collaborate and consult with classroom teachers, administrators, and other school staff to ensure equal access and appropriate programming. ● To maintain student files and records in compliance with Title III regulations. ● Provides individualized instruction to ELL students as aligned with WIDA proficiencies and all required standards, best practices, including language as a system, language acquisition and development, culture, differentiation strategies, and assessments. ● Communicates and collaborates with classroom teachers to develop and enhance instruction, share instructional strategies and relevant cultural information, and support content area learning while developing English language skills through all four language domains. ● Maintains progress records of students while in the program and for two years of monitoring after student reaches proficiency. ● Acts as an advocate, liaison and community resource for students and their families. ● Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities, including attendance at the monthly meetings of NH ESOL teachers and the annual NNETESOL conference. ● Performs other duties as may reasonably be assigned by the Director of Student Services or building Principal.

Physical Demands	Occasionally must be able to lift up to 50 pounds and push up to 50 pounds (on wheels). Must be able to hear staff on the phone and those who are served in-person, and speak clearly in order to communicate information to clients and staff. Must have vision with or without lenses adequate to read print and computer screens, forms and documents. Must have high manual dexterity. Must be able to reach above the shoulder level to work, must be able to bend, squat and sit, stand, stoop, crouch, reach, kneel, twist/turn, finger and feel.
Work Environment	Noise level in the work environment is usually average. Standard office desk and chair. Carpeted and tile floors. May be exposed to cleaning fluids and copier toner. This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.
Terms of Employment	Covered under the SREA Collective Bargaining Agreement
Evaluation	Evaluation by Principal in accordance with district policies

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential duties, responsibilities, or requirements.

The Sanborn Regional School District is an Equal Opportunity Employer that ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation, or disability.

September, 2022

May, 2016