



TITLE: ESL INSTRUCTOR

REPORTS TO: Chief Executive Officer

SCOPE:

The Teacher is responsible for providing an educational atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, physical, spiritual and psychological growth. This person is responsible for organizing and implementing and creating an instructional program that will result in students achieving academic success in accordance with the York Academy Regional Charter School and International Baccalaureate policies.

PRIMARY RESPONSIBILITIES:

1. Performs role of ESL program coordinator by keeping all official government mandated paperwork up to date and on file, screens all new students with WIDA W-APT, and officiates ACCESS testing of ESL students each year.
2. Implements instructional activities that contribute to a climate where students are actively engaged in meaningful developmentally appropriate learning experiences.
3. Selects, creates and modifies instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs.
4. Provides a positive environment in which students are encouraged to be actively engaged in the learning process.
5. Ensures that student growth and achievement is continuous and appropriate for age group, subject area, and/or program classification.
6. Communicates effectively, both orally and in writing, with students, parents, and other professionals on a regular basis.
7. Maintains effective and efficient record keeping procedures.
8. Establishes and maintains cooperative working relationships with students, parents, peers and community while modeling professional and ethical standards.
9. Assumes responsibility for meeting his/her course and school-wide student performance goals.
10. Participates in training and presentations about teaching including fulfillment of the training necessary to remain qualified to teach in an accredited International Baccalaureate school.
11. Meets professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating.
12. Performs other duties and responsibilities as assigned by their supervisor.

All work responsibilities are subject to having performance goals and/or targets established as part of the annual performance planning process or as the result of organizational planning.

EDUCATION, CERTIFICATION, WORK RELATED EXPERIENCES:

Bachelor's Degree in Education or Early Childhood Education

Certification in English as a Second Language (ESL)

Pennsylvania Teaching Certification Required-Commensurate with Programming

Demonstrated experiences in teaching children in developmentally appropriate practices

Knowledge of a variety of instructional strategies that will be utilized in academic presentations

Operational knowledge of the Internet and web-related technologies

PHYSICAL DEMANDS:

- Ability to reach above and below the waist.
- Ability to use fingers to pick, feel, and grasp objects.
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 pounds
- Ability to stand, with some walking, sitting, or moving throughout the school

SENSORY ABILITIES:

- Visual and auditory acuity

WORK ENVIRONMENT:

- Subject to inside and outside environment conditions

TEMPERAMENT:

- Must possess excellent interpersonal skills
- Must be able to work in an environment with frequent interruptions

COGNITIVE ABILITY:

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise sound judgement

SPECIFIC SKILLS:

- Must be able to make judgements and work under high levels of stress
- Must be able to work independently with little direct supervision
- Must be able to work as part of a team
- Must be able to display effective multi-tasking and time management skills
- Must be able to utilize the required instructional strategies recommended for International Baccalaureate schools
- Must be able to demonstrate strong work ethic to achieve academy goals
- Must possess computer skills
- Ability to operate office equipment

Approved: June 11, 2012

York Academy Regional Charter School is an Equal Opportunity Employer. ADA requires the York Academy Regional Charter School to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.