

## Valparaiso Community School Corporation

Valparaiso Community Schools  
Valparaiso IN 46385

TITLE: **ELL Elementary Teacher  
2018-2019 school year (Temporary)**

QUALIFICATIONS:

1. Bachelor Degree
2. Valid Indiana Teacher's License in Elementary Education
3. Coaching or extra-curricular sponsorship desired, but not required
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Building Principal

JOB GOAL: To provide support to the instructional process by serving as a teacher with specific responsibility for developing English Learner students' ability to effectively perform courses of study in the English language; supervising students within the classroom and other assigned areas; developing lesson plans and delivering group and individual student instruction within established curriculum guidelines; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students' parents or guardians regarding instructional program and student progress.

### PERFORMANCE RESPONSIBILITIES:

1. Adapts classroom work for the purpose of providing students with instructional materials that address individualized learning plans within established lesson plans and building academic English content and knowledge.
2. Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
4. Translates lesson plans into learning experiences so as to best utilize the available time for instruction.
5. Establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
6. Evaluates pupils' academic and social growth, keeps appropriate records, and prepares progress reports.
7. Communicates with parents through conferences and other means to discuss pupil's progress and interpret the school program.
8. Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.

9. Creates an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.
10. Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities.
11. Selects and requisitions books and instructional aides; maintains required inventory records.
12. Supervises pupils in out-of-classroom activities during the assigned working day.
13. Administers group standardized tests in accordance with district testing program.
14. Participates in curriculum development programs as required.
15. Participates in faculty committees and the sponsorship of pupil activities.
16. Serves as a positive role model for students.

Submit all application materials via AppliTrack at <http://www.applitrack.com/valpo/onlineapp/>