

ELL TUTOR GR-9

BASIC FUNCTION

To tutor Limited English Proficient (LEP) high school students in English as a Second Language.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Plan and prepare lessons, in conjunction with the ELL Coordinator:
 - choose materials at appropriate levels for students;
 - prepare lesson plans and objectives;
 - research and/or create instructional materials as needed.
- Provide direct instruction to students:
 - tutor students individually or in groups, under the direction of the ELL Coordinator;
 - conduct credit-bearing and non-credit bearing ELL classes;
 - plan and lead field trips;
- Informally advise and counsel students regarding a wide range of personal problems and concerns, particularly those stemming from foreign-born students' adjustment to a new society and culture.
- Assess students' progress, preparing written documentation as required. Recommend for mainstreaming or retention in ELL Program.
- Meet with parents, independently or with ELL Coordinator/Assistant Principal, to discuss students' progress and needs, explain the ELL curriculum, and so forth.
- Meet regularly with ELL Coordinator and/or Assistant Principal to plan, coordinate and evaluate instructional activities, review student progress, consults about special problems, and the like.
- Perform a variety of general advocacy functions on behalf of LEP students.
- Other related duties as assigned.

SUPERVISION RECEIVED

Reports to, supervised by, and receives direction from the Assistant Principal overseeing English Language Arts. Evaluated by the Assistant Principal overseeing English Language Arts with input from the ELL Coordinator. May receive some direction from the ELL Coordinator.

QUALIFICATIONS

Bachelor's degree in foreign language or other appropriate discipline, with several years of directly related training/experience in teaching English as a foreign language, or a minimum of two years of higher education and experience from which comparable knowledge and skills are acquired.

- Good technical skills in teaching English as a second language, with Advanced Certificate or MA in TESL desirable.
- Good basic teaching skills in reading, English or a foreign language. Secondary school experience desirable.
- Good general knowledge of foreign cultures, and common differences from American culture. Experience living abroad desirable.
- Ability to deal effectively with parents, school staff, students, and others, requiring tact and good judgment in carrying out the advocacy functions of the job.

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This general outline illustrates the type of work which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.