



# Shelton School District

700 South First Street, Shelton, WA 98584  
360-426-1687

## EMPLOYMENT OPPORTUNITY

**Job Number: 2019-1725**

**Teacher - English Language Learner**

**Oakland Bay Junior High School**

**Posted Date: 7/26/2019**

### Job Information:

Status: Continuing

FTE: 1.000

Hours/Day: 7.00

Days per Year: 180

Salary Range: \$44,306.00 to \$81,559.00

### Closing Date: 8/9/2019

*To be considered for this position, please submit a completed online application and required documents on or before this date.*

### Requirements:

This position begins with the 2019-20 school year.

This position supports the SSD Newcomer Program located at OBJH (.5) and EL Programming at OBJH (.5).

Must possess valid certificated credentials for appropriate level of instruction and/or subjects.

NOTE: In addition to the salary range noted above, an extra 65 hours paid at the employee's per diem rate of pay is available through TRI and training hours.

Please refer to attached job description for more information.

### District Information:

[Click here to learn about us](#)

### Job Description:

[Click here to view the job description](#)

**NON-DISCRIMINATION STATEMENT**

Shelton School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination:

Linda Arnold, Exec. Director of Human Resources;  
700 S. 1st Street; Shelton, WA 98584; 360-426-1687;  
[larnold@sheltonschools.org](mailto:larnold@sheltonschools.org)

Complaint procedures can be found on the District's website by clicking on the Discrimination Complaint Procedures" link on the left hand side of the page. [www.sheltonschools.org](http://www.sheltonschools.org)

## Contact Person:

Mary Ann Moody  
Human Resources Specialist  
[MMoody@sheltonschools.org](mailto:MMoody@sheltonschools.org)  
(360) 426-2982

Go to:

[www.sheltonschools.org](http://www.sheltonschools.org)

Apply at:

<https://sheltonjobs.hrmpius.net/>

# JOB DESCRIPTION

Location: Dist  
Effective: 03/2019  
Approved: AA

## SHELTON SCHOOL DISTRICT #309 Shelton, Washington

---

### TEACHER – ENGLISH LANGUAGE LEARNERS

#### JOB SUMMARY:

The job of English Language Learners (ELL) Teacher is done for the purpose(s) of providing support to the instructional process by serving as a teacher with specific responsibility for developing English Language Learners' ability to effectively perform courses of study in the English language; developing students' academic skills through academic courses of study and implementing District approved curriculum; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; responding to a wide range of inquiries from students' parents or guardians regarding instructional program and student progress; documenting teaching and student progress/activities/outcomes; addressing specific educational needs of students; providing a safe and optimal learning environment; and providing feedback to students, parents and administration regarding student progress, expectations, goals, etc.

#### ESSENTIAL FUNCTIONS, DUTIES, AND RESPONSIBILITIES:

Depending upon individual assignment, the teacher performs all or a combination of several of the following duties. This list of essential functions is not exhaustive and may be supplemented as necessary.

1. Adapts classroom work for the purpose of providing students with instructional materials that address individualized learning needs within established lesson plans and building academic English and content knowledge.
2. Administers tests and language assessments for the purpose of evaluating student language ability.
3. Models English communication for the purpose of developing student ability to communicate effectively in the English language.
4. Advises parents and/or legal guardians of student progress for the purpose of supporting teacher's expectations, developing methods for improvement and/or reinforcing classroom goals in the home environment.
5. Assesses students for the purpose of providing feedback to students, parents and administration regarding students' progress, expectations, goals, etc.
6. Assists other teachers for the purpose of implementing curriculum.
7. Collaborates with school personnel, parents and various community agencies for the purpose of improving the quality of student outcomes, developing solutions and planning curriculum.
8. Demonstrates methods required to perform assignments and/or skills (e.g. lab experiments, athletic techniques, etc.) for the purpose of providing the students with the necessary skills to perform the tasks safely and/or accurately.
9. Directs instructional assistants, volunteers and/or student aides for the purpose of providing an effective school program and addressing the needs of individual students.
10. Instructs English learner students for the purpose of improving their success in academics through a defined course of study.
11. Monitors student activities for the purpose of providing a safe and optimal learning environment.

## **Teacher – English Language Learners**

**Page 2 of 2, March 2019**

12. Prepares teaching materials and reports (e.g. grades, attendance, anecdotal records, etc.) for the purpose of implementing lesson plans and providing documentation of teacher and student progress.
13. Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to education code, district and/or school policies.
14. Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
15. Participates in various meetings (e.g. IEP, parent conferences, in-service training, site meetings, etc.) for the purpose of receiving and/or providing information, meeting credential requirements, and/or to optimize student learning.
16. Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
17. Responds to inquiries from a variety of sources (e.g. other staff, parents, administrators, students, etc.) for the purpose of resolving issues, providing information and/or direction.
18. Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Fluent in Spanish and English, skills to motivate students, communicate with individuals from varied educational and cultural backgrounds, direct support personnel, and evaluate performance. Knowledge of age appropriate teaching methods, state curriculum framework, education code, appropriate instructional subjects.

### **WORKING CONDITIONS:**

Ability to stand and walk for prolonged periods, perform a variety of specialized and responsible tasks, maintain records, establish and maintain cooperative working relationships with students, parents, other school personnel, meet schedules and deadlines. Significant physical abilities include lifting, carrying, reaching, handling, talking, hearing, near/far visual acuity, depth perception, field of vision.

### **MINIMUM QUALIFICATIONS:**

Washington State certificated credentials for appropriate level of instruction and/or subjects.

**REPORTS TO:** Principal or designee

### **TERMS OF EMPLOYMENT:**

Salary and benefits according to adopted salary schedule and negotiated agreement.

### **EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of Washington State Law and the bargained agreement.