

**CABELL COUNTY SCHOOLS**  
**JOB DESCRIPTION**  
**English as Second Language (EL) Teacher**  
**(Part-Time)**

**Position:** English as a Second Language (EL) Teacher (Part-Time)

**Supervisor:** Deputy Superintendent of Instruction and Leadership

**Salary:** \$30.00 per hour

**Length of Employment:** Not to exceed 90 working days or 720 total hours.  
(Flexible Schedule based on EL needs)

**Location:** Central Office/Multi-Schools

**Primary Function:** An English as a Second Language (EL) teacher, under the supervision of the Deputy Superintendent of Instruction and Leadership, shall:

- Pre-assess students who may require EL services.
- Provide appropriate interventions for students identified as having Limited English Proficiency (LEP).
- Provide high quality professional development for core teachers and other staff; Document compliance with all federal Title III mandates.
- Communicate with EL parents to encourage their participation in the education of their children.
- Perform other responsibilities as assigned by the Deputy Superintendent of Instruction and Leadership and as directed by the EL liaison to enhance the county EL program.

**Qualifications:**

1. Must have a valid WV Professional Teaching Certificate in English as Second Language within grade levels of the job posting.
2. Preference given for documented prior experience working with EL students.
3. Preference given for documented experience living and/or working in culturally and linguistically diverse settings.
4. Must be able to diagnose language deficits of EL students and plan appropriate educational interventions to remediate their needs.
5. Must show evidence of effective communication skills with students, parents and other teachers.
6. Must demonstrate ability to embed effective professional development in mainstream classrooms where EL students are enrolled.

### **Typical Duties and Responsibilities:**

1. Assess students for placement using the English Language Proficiency Assessment (ELPA 21).
2. Recognize the stages of language acquisition and language development.
3. Use a variety of data to inform EL instruction including graded class work, ELPA 21 results, classroom observations, teachers' feedback, writing samples, etc.
4. Work with the EL Liason and other EL staff to develop a coherent EL program that follow mandates set forth by both Title III federal legislation and by the county's Strategic Plan.
5. Maintain thorough written records and reports as assigned to meet program requirements.
6. Help core teachers to prioritize EL students' instruction and decide upon and provide appropriate contracted accommodations so the EL students may master the essential content standards and objectives.
7. Provide advice to core teachers regarding effective, research-based instructional practices for EL students in mainstream classrooms.
8. Develop schedule to offer services to EL students conferring with teachers and administrators.
9. Help core teachers to differentiate grading for EL students.
10. Maintain professional work habits including, but not limited to self-motivation, integrity, teamwork and time management.
11. Review, design and/or develop relevant instructional materials for EL students.
12. Meet as needed with building administrators to solve problems regarding EL students, programs and services.
13. Communicate with parents to involve them in the EL students' education.
14. Recognize and respond appropriately to a wide variety of cultural influences.
15. Regularly participate in EL staff development to enhance and update skills in most effectively serving EL students and teaching content teachers to do the same.
16. Assume other duties and responsibilities as assigned by the Deputy Superintendent of Instruction and Leadership.

Revised 08/20/2024