



## Pickens County Board of Education Job Descriptions

### **ENGLISH TEACHER OF OTHER LANGUAGES TEACHER (ESOL)**

#### TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: 190 Days

REPORTS TO: Principal

QUALIFICATIONS: 1. Valid Georgia teaching certificate.  
2. Valid Georgia ESOL endorsement.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

#### RESPONSIBILITIES:

- To guide and direct learning experiences of students
- Identify long-range goals and specific objectives; plan an appropriate program for individualized and group instruction in teaching area(s).
- Plan activities so that students become more involved in learning.
- Maintain a classroom that recognizes respect for both teacher and student.
- Hold conference with students, parents, principals and/or staff regarding the student's academic and social development.
- Keep attendance, grade reports and book inventories as required.
- Assist students with assignments.
- Recognizing inter-relationships of learning and child growth and development in planning instructional materials and techniques.
- Keep abreast of developments in teaching area and of current innovative results.
- Use available resources, materials and equipment.
- Motivate students in an atmosphere of respect and freedom and display a sense of humor.
- Meet clock and calendar requirements.
- Prepare full and complete reports to principal when requested.
- Work cooperatively with the principal and/or other staff members in all matters affecting the program of the school.
- Serve on committees as requested.
- Participate in training programs to increase skills and proficiency related to assignment.

- Review current developments, literature, and technical source information related to job responsibilities.
- Ensure adherence to good safety procedures.
- Follow federal and state laws, as well as Board policies.
- Perform other duties as assigned.