



Crossroads Charter Schools

Job Description: English Language Learner and Spanish Teacher

Direct Supervisor: ELL Coordinator, or designee

School Summary:

At Crossroads Charter Schools, we...

- Understand the significant difference between equity and equality. Every student deserves to receive what he/she needs to succeed (equity), not that every student receives the same amount of resources, instruction, attention, etc. (equality).
- Develop school environments where all students are actively and meaningfully engaged in rigorous instruction and authentic learning tasks.
- Interrupt the “school to prison pipeline” – policies and practices that are directly and indirectly pushing the most at risk students out of school and on a pathway to the juvenile and criminal justice systems.
- Engage families as partners in meaningful ways.
- Build the capacity of diverse teams that are more reflective of our students.
- Nurture an open, collaborative, and trusting environment because the work is enormous, deeply personal, emotional and often difficult.
- Engage in on-going job embedded professional development through co-teaching and co-planning

Position Summary:

The ELL/Spanish teacher assesses the needs of students and provides supports so students can access and master grade level standards. The ELL/Spanish teacher collaborates with general education or content teachers to co-plan, co-deliver, and individualize instruction for all students in a class; work together creatively to accommodate the language proficiencies, cultural diversity and educational backgrounds of the students in the class; and overcome instructional challenges constructively. The ELL/Spanish teacher must be comfortable sharing ideas, modeling strategies, co-planning, co-teaching and providing coaching to colleagues. The ELL/Spanish teacher is a hardworking, goal-oriented and enthusiastic professional with excellent subject knowledge and a sound understanding of the Missouri Learning Standards and Common Core State Standards.

Position Responsibilities:

- Perform educational assessments of students, including an observation of the student, review of the student’s educational history, conferences with the student’s teachers and parents, and an evaluation and analysis of the student’s academic performance and learning characteristics.
- Report educational assessment findings to parents, classroom teachers, supervisor and administration. Complete quarterly progress reports on each student in the program.
- Provides individual and small group push-in or pull-out instruction as assigned.
- Actively participate in the deliberations and classification of ELL students and assists in planning, coordinating, developing, monitoring and evaluating as assigned.

- Maintain confidential records on all referred students and student/parent contacts in accordance with federal and state law, Board policy and the procedure of the school's ELL education program.
- Provide thorough and timely reports, data, and information, and makes sure the ELL Department stays in compliance with federal/state rules and regulations.
- Serve as a resource to school personnel on the nature, causes, and solutions of English language acquisition problems of students.
- Maintain effective and efficient record keeping procedures.
- Implement instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences.
- Provide a positive environment in which students are encouraged to be actively engaged in the learning process.
- Establish weekly objectives and Units of Study that cover the Missouri Learning Standards and Common Core Standards.
- Facilitate activities and projects that incorporate communication, collaboration, creativity, and critical thinking.
- Provide a positive environment in which students are encouraged to be actively engaged in the learning process.
- Communicate effectively, both orally and in writing, with students, parents, and other professionals on a regular basis.
- Collaborate with peers to enhance the instructional environment.
- Model professional and ethical standards when dealing with students, parents, peers, and community.
- Assume responsibility for meeting his/her course and school-wide student performance goals.
- Demonstrate gains in student performance.
- Participate in meetings, training and professional development
- Meet professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating, etc.
- Act in a professional and ethical manner at all times and comply with school policies, procedures, and expectations.
- Perform other duties and responsibilities as assigned by their supervisor.
- All work responsibilities are subject to having performance goals and/or targets established as part of the annual performance planning process or as the result of organizational planning.

Skills and Qualifications:

- Bachelor's degree in Education
- Valid Missouri teaching certificate with ELL or Spanish certificate
- Minimum 3 years of experience as a Teacher preferred
- Demonstrated success in urban education
- Knowledge and understanding of child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to English language acquisition.
- Desire to continue professional development
- Excellent organization skills and an ability to coordinate multiple tasks and activities
- Outstanding verbal and written communication skills and an ability to keep multiple stakeholder groups, including parents, teachers, staff, volunteers and partners, informed of critical issues, activities and schedules.
- An ability and enthusiasm for promoting the school and its mission to a broad and diverse group of people.

- Excellent work ethic, positive attitude, flexibility and willingness to perform tasks assigned
- Demonstrates ethical behavior and confidentiality of information about students and teachers in school environment and community.
- Must pass extensive background check and drug screening.

Key Working Relationships in Addition to Supervisor:

Teachers, Students, Parents, Volunteers, Office Staff, Support Staff, Principal, Assistant Principal, Chief Academic Officer, Executive Director