

Sparta Area School District

Article 219 - Specifications for ESL Teachers

ESL (English as a Second Language) Teachers shall be employed under the auspices of a legal contract approved by the Board of Education. The compensation shall be granted as provided in the negotiated agreement or as appropriate and mutually agreed upon. The Superintendent shall make the recommendation for contract approval to the Board of Education.

ESL Teachers shall be the liaison between school, parents and community agencies to develop cooperative working relationships, to interpret needs and programs, and to provide for additional resources for families that have students that are English Language Learners. ESL Teachers shall provide direct instruction to ELL (English Language Learners) students as appropriate.

Qualifications: ESL Teachers must be appropriately licensed by the Wisconsin Department of Public Instruction.

ESL Teachers report to the Director of Pupil Services, who is also the primary supervisor.

In addition, ESL Teachers shall:

1. Organize and coordinate state testing of ELL students testing to determine language proficiency of ELL students.
2. Shall help develop curriculum in their area of teaching and methodology, carry out curriculum work cooperatively with their colleagues in the building and district.
3. Coordinate, with the Director of Pupil Services, the activities of ESL educational assistants to best serve the needs of ELL students.
4. Maintain discipline by proper methods and shall consult with the classroom teacher and principal/administrator in special cases.
5. Use discretion and good judgment in all matters involving political and religious issues.
6. Shall report to the assistant secondary principal or elementary principal, any case of truancy that comes to their attention.
7. In case of illness or injury of any pupil, make a reasonable attempt to contact or to have some other responsible person contact the parents or guardian of the pupil promptly, and shall see that arrangements are made for giving required medical care to the pupil. A report of the illness or injury shall be made to the principal on the same day as the occurrence.

8. Shall not leave any money in their classrooms. Such funds can be banked in the school office. Normal accounting procedures of all money handled shall be kept and receipts issued and requested as appropriate.
9. Shall promote the development of a positive relationship between the Sparta Area School District and the public.
10. Other duties as assigned.

Legal Reference:

Cross Reference: Article 201 – Structure and Flow of Responsibility
 Article 209 – Specifications for Teachers

Approved: May 24, 2005

Revised: