

## **RIPON AREA SCHOOL DISTRICT**

### **Job Description**

Department:	Ripon High School, English Learner
Job Title:	English Learner (EL) Teacher/Liaison
Qualifications:	<p>Our EL teachers are expected to evaluate, instruct, and improve English proficiency in listening, speaking, reading and writing by providing small group instruction, support in core academic classes and collaborating with classroom teachers. Qualified applicants will also serve as a resource to the district for English language concerns. The EL teacher works under the direction of the Curriculum Director/EL Coordinator. The position would primarily be working with students and teachers in grades 9-12 and will serve as a liaison between EL students, parents, and community members.</p>
Experience:	<p>Qualified applicants must hold a Bachelor's Degree. Preference will be given to candidates holding or in the process of obtaining an English Language Certificate and Bilingual Certificate.</p> <p>Other Requirements: Qualified candidates will hold (or be able to obtain) a Wisconsin Department of Public Instruction English Language Learner License and demonstrate the following:</p> <ul style="list-style-type: none"><li>• Develop and deliver high-quality education for students based on individual needs</li><li>• Ability to work collaboratively and communicate well with all staff and students</li><li>• Attention to details and timeliness</li><li>• Ability to collect, use and monitor student data</li><li>• Ability to be flexible, organized, team player and advocate for students</li></ul>
Reports to:	Curriculum Director/EL Coordinator
Job Goals:	<p>The 0.5 position would: encourage family engagement; support EL students academically and socially to advocate for their needs within the school system; provide guidance to EL students in their postsecondary education; coordinate college tours/visits, assist with the application process; Connect EL students and families with relevant resources within the school and community; build strong relationships with teachers, staff, families, and community partners; promote the needs of EL students and advocate for their rights and access to appropriate support.</p>
Essential Job Functions/Responsibilities:	<ol style="list-style-type: none"><li>1. Family Engagement: Help families understand school policies, programs, and events, and encourage their involvement in their children's education.</li></ol>

2. Advocacy: Support EL students academically and socially, advocating for their needs within the school system.
3. College and Career Readiness: Provide guidance to EL students in their postsecondary education, coordinate and chaperone college tours/visits, assist with the application process.
4. Resource Coordination: Connect EL students and families with relevant resources within the school and community.
5. Building Relationships: Develop and maintain strong relationships with teachers, staff, families, and community partners.
6. Advocating for ELs: Promote the needs of EL students and advocate for their rights and access to appropriate support.
7. Communicate a warm, caring and respectful atmosphere to visitors, staff and community members that focus on quality customer service.
8. Remain free of any alcohol or illegal substance in the workplace throughout employment in the District.
9. Perform other duties as assigned.
10. Serves as a positive role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
11. Will remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District.

Terms of Employment: 9 month, part-time (.5 FTE), one year only  
Evaluation: Performance shall be evaluated annually, in accordance with provisions of the Board of Education policy on administrative personnel.

\_\_\_\_ I certify that I have read and understand the attached Physical Demand Addendum demonstrated by my signature on the addendum.

I read and understand this job description and can fulfill the essential functions listed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

## PHYSICAL DEMAND ADDENDUM

### PHYSICAL DEMANDS

Walking.....Frequently  
Sitting/Standing.....Frequently  
Climbing.....Occasionally  
Crawling/Kneeling.....Occasionally  
Bending/Stooping/Crouching.....Frequently  
Twisting/Turning.....Frequently  
Repetitive movement.....Occasionally  
Reaching.....Occasionally at/above shoulder height  
Reaching.....Frequently below shoulder height  
Pulling/Pushing.....Occasionally 10 pounds or more  
Pulling/Pushing.....Frequently 10 pounds or more  
Lifting.....Frequently 10 pounds or more  
Lifting.....Occasionally 10 pounds or more  
Carrying.....Frequently 10 pounds or more  
Carrying.....Occasionally 10 pounds or more

Communication with students, staff, and the community; hearing must be within the range of normal human conversation. Visual acuity to prepare and read reports Verbal communication skills for interacting with students, families, staff, and the general public Computer input and filing; manual dexterity for operating standard office equipment

Work Environment: Subject to constant interruptions Fast-paced environment High level of activity. May be exposed to infectious disease.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of difficulty.

I have read and understand this physical demand addendum and can fulfill the essential functions as listed.

---

Signature

---

Date