

**MAYFIELD CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title:	ESL Tutor (English as a Second Language)
Reports To:	Principal, Director of Pupil Services
Position Status :	(Section 3319.07-ORC)
FLSA Status:	Exempt
General Description:	<ol style="list-style-type: none"> 1. Provide individual and small group instruction and learning support to assist student's progress toward English language proficiency and accomplishing educational goals. 2. Provide effective instruction and support that enables students to gain English language proficiency and knowledge, acquire skills, and develop positive learning behaviors.
Qualifications:	<ol style="list-style-type: none"> 1. Valid State of Ohio teaching license for assignment, including endorsement for Bilingual Education or Teaching English to speakers of Other Languages (TESOL). 2. Bachelor's Degree or higher from an accredited educational institution. 3. Commitment to meeting the learning needs of all students. 4. Good health, high moral character, and good attendance record. 5. Additional qualifications as the Board of Education may require.
Physical/Other Requirements:	<ol style="list-style-type: none"> 1. Able to access classroom, office, and appropriate areas of school and District property and facilities. 2. Able to access student's home-based/community-based study area. 3. Strong communication and interpersonal skills. 4. Able to present information to individuals and small groups in a clear and compelling manner. 5. Able to work successfully with students, other teachers, support staff, administrators, parents, and the community. 6. Suited for situations that require the ability to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies. 7. Suited for situations that require the ability to interact well with other people, but also the ability to work independently.
Performance Responsibilities (Essential Functions*):	
<ol style="list-style-type: none"> 1. Implement the District's philosophy of education and instructional program in accordance with District policies and administrative guidelines, Operating Standards for Ohio Schools, and the provisions of State and Federal law. 2. Follow prescribed state standards, District curriculum guides, IEPs, approved accommodation plans, and approved courses of study. 3. * Plan for instruction using written lesson plans that reflect the students' IEPs, approved accommodation plans, and the District's adopted courses of study. 4. Work in conjunction with District staff to promote instructional services and support for special needs students in accordance with individualized education plans (IEPs) and/or other District-authorized accommodation plans. 	

5. Utilize prescribed survey and assessment instruments to identify students eligible for ESL services and assess levels of English proficiency.
6. Diagnose the learning needs of all students on an ongoing basis and focus instruction to address their identified needs.
7. * Provide tutoring and support services for identified students, including but not limited to, preparing study guides and rubrics, checking homework assignments, modifying curriculum and tests as needed, reviewing and re-teaching academic content, preparing for tests and quizzes, reading tests and assignments to students, and assisting with organizational skills.
8. Employ a variety of instructional techniques, intervention strategies, technology, and media, consistent with the District's approved instructional program, physical limitations of the facility, and the needs and capabilities of the individuals or student groups involved.
9. Assess student performance on an ongoing basis and report student progress to parents/legal guardians and appropriate school staff using methods approved by the District.
10. * Maintain organization, control of student behavior and discipline, and a positive learning environment.
11. Respect the diversity of students' culture, language skills, and experiences.
12. * Collect necessary data, maintain records, and submit reports for services provided to students as required by law, the Ohio Department of Education, the United States Department of Education, District policy, and administrative guidelines, as assigned.
13. Motivate students to work productively and to take responsibility for their own learning.
14. Maintain a learning environment that is conducive to learning and appropriate to the maturity and interests of the students.
15. Establish standards of individual student behavior and maintain organization, control of student behavior and discipline, and a positive learning environment.
16. Consult with students and parents as an advocate regarding student achievement, behavior management, cultural and learning challenges, school programs, and related issues.
17. Establish and maintain positive relationships with students, parents, District staff, and community.
18. Communicate and collaborate effectively with other teachers, administrators, and school/District staff.
19. * Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
20. Meet the professional expectations of attendance, suitable attire and decorum, participation in school and District meetings/functions, and support of District initiatives.
21. Respond to specific requests from the Principal/Director on matters affecting the program and building operation.

Other Professional Expectations:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Instill in students the belief in and practice of ethical principles and democratic values.
3. Keep up-to-date and knowledgeable of educational issues, Operating Standards for Ohio Schools, academic content, and instruction-related matters.
4. Perform other duties related to the tutor's role as assigned.

Additional Working Conditions:

1. Frequent travel within the community and occasional evening/weekend work.
2. Occasional exposure to blood, bodily fluids, and tissue.
3. Occasional operation of a vehicle under inclement weather conditions.
4. Occasional interaction among unruly children.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.