



# Maury County Public Schools

<b>Job Title</b>	ESL Teacher		
<b>Department</b>	Schools		
<b>Certified (Y/N)</b>	Y	<b>Work Days/Year</b>	200
<b>FLSA Status</b>	Exempt	<b>Hours/Day</b>	7.5
<b>Reports to</b>	Principal	<b>Supervises</b>	

## Qualifications:

- Bachelor of Arts or Science degree for a four-year accredited college or university.
- Valid Tennessee teaching certificate with endorsement(s) in appropriate area.
- Only complete applications will be processed for interview considerations.
- Previous experience as an ESL teacher or similar role
- Knowledge of various methods of teaching English to non-native speakers
- Great organizational and communication skills
- A calm and resilient personality
- Ability to handle classroom crises
- ESL or TESOL certification
- Degree in English Language, English Literature or similar field

**Job Overview:** You'll organize courses for non-native speakers with diverse activities and methods that cover all aspects of English language (speaking, writing, and comprehending). As a teacher in our school, you'll create individualized educational plans based on each student's needs and evaluate their progress through homework and assessments. ESL teacher skills also include building positive relationships with parents and teachers and helping them evaluate student progress.

## Job Functions:

- Prepare classroom and course materials
- Assign homework and exams
- Grade students' assessments
- Create individualized plans for students with special requirements (e.g. learning disabilities)
- Research new teaching methods for teaching English as a second language
- Create a supportive and positive classroom environment
- Maintain records of student attendance and grades
- Resolve crises in classroom
- Inform parents about student progress
- Collaborate with educational staff to provide a positive learning experience to students



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**Physical Requirements:** This job will require lifting of objects that exceed 50 lbs., or the average weight of a student, with frequent lifting and/or carrying objects weighing up to 25 lbs.

**Physical demands that may be required are as follows:**

- Pushing and/or pulling
- Climbing and/or balancing
- Stooping, kneeling and/or crawling
- Reaching
- Talking
- Hearing
- Seeing

**Work Environment:** Normal work environment

*This job description is not intended to be all inclusive; an employee will also perform other related duties as assigned by administration. MCPS reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.*