



## CENTER GROVE COMMUNITY SCHOOL CORPORATION JOB DESCRIPTION

<b>Position Title</b>	<b>Teacher, English as a New Language</b>
<b>Building/Department</b>	<b>Assigned Elementary School</b>
<b>Supervised &amp; Evaluated By</b>	<b>Principal or Designee</b>

<b>Position Details:</b> Days Per Year: <b>184</b> Hours Per Day: <b>7.5</b>	<b>Benefit Level:</b> <input type="checkbox"/> <b>A Certified Administrators</b> <input type="checkbox"/> <b>B Directors and Coordinators</b> <input type="checkbox"/> <b>C Support Staff</b> <input type="checkbox"/> <b>D "Other" (No Benefits)</b> <input checked="" type="checkbox"/> <b>Bargaining Unit</b> <i>Master Teacher Contract</i>	<b>FLSA Overtime Status:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>Employment Status:</b> <input checked="" type="checkbox"/> Full-Time Employment <input type="checkbox"/> Part-Time Employment <input type="checkbox"/> Temporary Employment <input type="checkbox"/> Seasonal Employee		<b>Job Description Updated:</b> 9/2025

### Minimum Qualifications and Credentials Required:

- Bachelor's Degree; valid Indiana Teaching License
- ENL Licensure
- Exemplary verbal and written communication skills
- Proficient technology skills
- Ability to work independently and with colleagues
- Professionalism in interacting with colleagues, students, and parents or guardians
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

### Essential Functions:

- Research and evaluate appropriate strategies and programs that will address the needs of English Language Learners
- Coordinate and supervise the English as a Second Language (ESL) program for the district
- Plan and coordinate programs and staff development efforts with administrators, teachers, and department staff. These activities will include building level and district-wide professional development classes, presentations, and workshops for certified and classified staff
- Ensure district compliance with state and federal ELL regulations and reporting of accurate ELL data as required by the state
- Work actively with the curriculum team on district-wide initiatives



- Meets regularly with the Director of Secondary Education to plan, evaluate, and discuss the
- needs of the ENL program
- Coordinates and attends all parent activities, including the required annual meetings, annual
- review, and parent workshops for each school
- Attends workshops, professional development, and conferences as requested by the
- coordinator to meet the needs of ENL
- Prepares lessons and teaches ENL eligible students in small groups and through coteaching with
- classroom teachers
- Assists the Director of Secondary Education in preparing the annual grants application, student
- evaluation, and on site review needs for ENL
- Manages school-based funds, purchasing, and inventory of ENL property
- Performs such other tasks and assumes such other responsibilities as the Superintendent or their
- designee may assign