

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

0437

2. Reason for Submission

Redescription
 Reestablishment

New
 Other

3. Service

Hdqtrs. Field

4. Employing Office Location

Arlington, VA

5. Duty Station

Explanation (Show any positions replaced)

Updates duties and responsibilities of PD with the same number.

7. Fair Labor Standards Act

Exempt Nonexempt

8. Financial Statements Required

Executive Personnel Financial Disclosure Employment and Financial Interests

9. Subject to IA Action

Yes No

10. Position Status

Competitive
 Excepted (Specify in Remarks)
 SES (Gen.) SES (CR)

11. Position is:

Supervisory
 Managerial
 Neither

12. Sensitivity

1-Non-Sensitive 3-Critical Sensitive
 2-Noncritical Sensitive 4-Special Sensitive

13. Competitive Level Code

0437

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment	0437 Teacher, ESL (Middle)	TP	1701	CO		
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (If different from official title)

17. Name of Employee (If vacant, specify)

18. Department, Agency, or Establishment

Department of Defense Education Activity

a. First Subdivision

Department of Defense Dependents Schools

b. Second Subdivision

Area

c. Third Subdivision

District

d. Fourth Subdivision

School

e. Fifth Subdivision

Signature of Employee (optional)

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

a. Typed Name and Title of Immediate Supervisor

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature _____ Date _____

Signature _____ Date _____

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

Laura Perkins
 Chief, Classification and Compensation

Signature  Date DEC 1 2000

22. Position Classification Standards Used in Classifying/Grading Position

US OPM Position Classification Flysheet for General Education and Training Series, GS-1701, TS-109, October 1991.

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

Standardized position description for use in any DoDDS school.

25. Description of Major Duties and Responsibilities (See Attached)

0436 Teacher, ESL (Elementary)
0437 Teacher, ESL (Middle)
0438 Teacher, ESL (Secondary)

INTRODUCTION

The Department of Defense Education Activity (DoDEA) is a major Department of the Defense (DoD) field activity with worldwide scope. DoDEA delivers, in military communities worldwide, exemplary educational programs that inspire and prepare all students for success in a global environment. The Domestic Dependent Elementary and Secondary Schools (DDESS), located within the continental United States as well as Guam and Puerto Rico, and the Department of Defense Dependents Schools (DoDDS), located in foreign areas, provide a preschool through grade 12 educational program that inspires and prepares all students for success in a global environment. DoDEA is one of the largest, most diverse and geographically dispersed school jurisdictions. All schools in DoDEA are fully accredited and the DoDEA educational program consistently rates at or near the top in comparison with other school systems.

This standardized position description for Teacher, English as a Second Language (ESL), is appropriate for use at any DoDEA school. The Teacher provides instruction, assessment, and program planning for students with ESL limitations.

SUPERVISORY CONTROLS

Work is performed under the supervision of the School Principal. The Teacher designs lesson plans that foster learning by integrating the four language skills (listening/speaking, reading, writing, and comprehension). Lesson plans are developed within the framework of approved content curriculum and English language proficiency standards. Long-range lesson plans are subject to general or spot review. Daily lesson plans and ongoing assessment practices are occasionally reviewed to evaluate adequacy. Classroom instruction and learning environment is subject to periodic audit to evaluate effectiveness.

MAJOR DUTIES AND RESPONSIBILITIES

Provides instruction, assessment, and program planning for English language learners. Monitors and evaluates progress of students in mastering social and academic English language proficiency and grade level content standards.

Serves as an informational resource for students, parents, district personnel, and community organizations; responds to inquiries and provides information, recommendations, and interpretations of student records.

Receives and responds to referrals from faculty, parents, administrators, and other personnel; provides screening, language proficiency and academic assessment for English language learners through a variety of assessment options (formal and informal); interprets assessment results for parents and team members; and uses assessment results to inform and improve instruction.

Differentiates instruction for individual student learning styles and language proficiency levels; collaborates with colleagues, school-based specialist, resource personnel, and community resources; selects, adapts, and/or modifies curriculum materials to meet the language proficiency levels and needs of the English language learner; and instructs English language learners in effective strategies to overcome difficulties in acquiring English and mastering grade level content standards.

Maintains awareness of student progress through the use of formative and summative assessment tools; recognizes and respects diversity; demonstrates sensitivity and respect for each student's background experience and culture; and maintains individual and class records using the school information system as appropriate.

Supports, counsels, and motivates English language learners to meet or exceed grade-level standards; draws on personal knowledge of the individual student's personality, background, and interests when discussing the students academic progress, learning needs, classroom behavior or any issues for which the student may seek the Teacher's advice; encourages students to become involved in extra-curricular activities as appropriate; refers serious and/or chronic behavioral problems to the Guidance Counselor and/or Principal in accordance with local policy and procedure; and collaborates with other teachers, school level specialists, parents or guardians on matters impacting student learning.

Adheres to and implements safety and security procedures; creates a school climate conducive to learning, achievement, and citizenship; participates in professional development opportunities and committee activities to review, evaluate, and develop educational materials to improve the educational program; participates in DoDEA system-wide assessment programs; informs school administration of education deficiencies, critical issues, and emergencies; supervises students in outside activities, lunchroom, and bus arrivals and departures; and may be assigned to serve as a sponsor, coach, or consultant of an extracurricular activity.

Performs other duties as assigned.

OTHER SIGNIFICANT FACTS

Incumbent will be required to respect the privacy and sensitivities of students and parents by controlling and restricting personal information to those with a "need to know."

The incumbent may be required to travel by military and/or commercial aircraft, land, or sea transportation to a variety of stateside and/or overseas locations for meetings and conferences. The incumbent may be subject to a variety of environmental conditions, to include the potential for exposure to acts of terrorism.