

**South Sutter Charter School
Job Description**

Job Title : EL Instructor
Department : Education Services
Position Location: Home office and field
FLSA Status : Exempt

Summary : Provides needed educational needed support services for our identified EL students from Title III funding.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- English language development instruction
- Enhanced instruction in the core academic subjects
- Upgrading program objectives and instructional strategies
- Identifying and improving curricula, materials, and assessments
- Providing tutorials for academic and/or vocational education
- Intensifying instruction
- Acquiring or developing of educational technology
- Coordinating language instruction programs with other programs and services
- Other activities that are consistent with the purposes of the program

Supervisory Responsibilities :

This job has no supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Educations and/or Experience:

1. Minimum: Bachelor's degree in an education field. Current teaching credential required with EL instruction. At least two years of teaching experience, preferably in a charter school setting.
2. Desirable: Master's degree in Education.
3. Ability to interact tactfully with both students and professional staff.

Language Skills:Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:Ability to calculate figures and a amounts such as discounts, interest, commissions, proportions and percentages.

Reasoning Ability:Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:To perform this job successfully, an individual should have knowledge of email, Database software, Spreadsheet software and Word Processing software, plus webpage applications.

Physical Demands:The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is also required to stand and walk. The employee must have available transportation and be able to drive up to 200 miles in a day. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment:The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.