

# JOB DESCRIPTION MANUAL

**BOARD OF EDUCATION  
CLINTON TOWNSHIP**

**Instructional/Curriculum  
Certified**

**TITLE:** Teacher of Multilingual Learners (Formerly ESL)

**QUALIFICATIONS:**

1. Valid NJ Educational Certificate
2. English as a Second Language Certificate

**REPORTS TO:** Principal/Designated Administrator

**JOB GOAL:** To assist students who need academic support in reading based on district-established criteria in order to improve the overall standard of literacy.

**PERFORMANCE RESPONSIBILITIES:**

1. Responsible for identifying students who may be eligible for ML services through teacher referral, parent referral, administrator referral, Home Language Survey review, Student Registration form review, and a review of students' individual records
2. Administers the district-approved screening assessment (MAC-II, WAPT, etc.) to identify students who may be eligible for services
3. Recommends entry and exit of students from the ML program based on multiple criteria established by the district
4. Responsible for notifying parents of a student's entrance and exit from the ESL program within the state-mandated time period.
5. Annually administers the state-mandated ACCESS for ELLs assessment to all ML students
6. Tracks the performance of former ML students for a minimum of two years using appropriate forms to ensure continued student success
7. Maintains and communicates accurate and up-to-date data on all Limited English Proficient students using district-approved forms and procedures
8. Submits a monthly report to to direct supervisor and building principal
9. Is familiar with all state regulations as they pertain to ML/ESL, as stated in the New Jersey Administrative Code
10. Identifies a continuum of long and short-term course objectives consistent with the district-approved curriculum
11. Plans, prepares, and delivers lessons for students based on available research of "best practices" in the field of ML
12. Selects and/or modifies appropriate learning materials from appropriate sources (texts, supplements, AV materials, etc.) and shares with regular classroom teachers
13. Consults and collaborates with classroom teachers to provide mainstream support for ML students
14. Maintains ongoing communication with the parents of ML students
15. Productively interacts with classroom teachers and child study team members on a regular basis to monitor the classroom program and needs of ML students
16. Reviews and updating of the ESL curriculum
17. Participates in district-wide PD as it relates to ESL and bilingual education
18. Maintains competence in the field through professional growth opportunities
19. Performs other duties within the scope of his/her employment and certification as may be assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be determined by the Board of Education

**ANNUAL EVALUATION:** Performance of this job will be evaluated annually in accordance with state law and the provisions of the Board's policy on evaluations of certified staff

**APPROVED BY:** Superintendent of Schools

**DATE:** April 29, 2024 (Adopted)

**ACCOUNT CODE(S):**  
11.130.100.101.900.050 - 25%  
11.120.100.101.900.040 - 25%  
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