

Liberty Christian School

1301 S. Highway 377
Argyle, TX 76226
(940) 294-2000



Job Description

Position Title:	English Second Language (ESL)	Date Modified:	December 2, 2021
Reports To:	Upper School Principal	FLSA Classification:	Exempt

Position Purpose

To support Liberty students who have learning and language differences in the mission and vision of the School.

Essential Functions

- Participate in parent conferences as relevant/needed.
- Partner with classroom teachers to provide accommodations that address different learning styles and speeds of international students.
- Evaluate and report international student progress to Academic Advisor and Admissions and International Student Coordinator.
- Assist with Professional Development for teachers as needed.
- Facilitate an International Student Study Hall to assist students with assignments, study skills, and English learning support.
- Utilize second language teaching techniques, methods and language acquisition theories and processes to determine the best way to approach language teaching through content.
- Prepare students for yearly TESOL testing.
- Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the school.

Qualifications

- ESL/TESOL Certification
- Bachelor's Degree preferred

Physical Requirements and Work Environment

- Works in an environment with a wide variety of challenges, deadlines, and a varied and diverse array of contacts
- May work at a desk and computer for extended periods of time
- Regularly use close and distance vision
- May stand for extended periods of time
- Works primarily in a traditional climate-controlled office environment
- Be able to occasionally lift up to 30 lbs.

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- Communicate effectively both orally and in written contexts
- Ability to communicate effectively (verbally and written)
- Ability to instruct and model desirable skills and attitude
- Ability to remain productive and maintain control under stress
- Ability to maintain a clear focus on a positive student experience
- Part-time, 10-month position
- Employees who disclose confidential or proprietary information to those without a legitimate need to know or who disclose confidential or proprietary information observed or heard without proper authorization may be subject to corrective action up to and including termination. If an employee overhears or observes another employee sharing or discussing confidential or proprietary information in an inappropriate area, the Human Resources Office should be contacted.

Please confirm your understanding of this job description for your position with Liberty Christian School. By signing below, you also understand and acknowledge that your employment is at-will and either Liberty Christian School or you may end the employment relationship at any time, for any reason or no reason, with or without cause or notice.

Signature: _____

Date: _____