



PHILADELPHIA PUBLIC SCHOOL DISTRICT

Job Description



TITLE: English Learner Tutor

Board Approved: <date>, 2015

EDUCATION QUALIFICATIONS AND PREREQUISITES

1. High school diploma or equivalent
2. Ability to obtain Highly Qualified in accordance with the *No Child Left Behind Act of 2001*
3. Ability to understand and carry out instructions
4. Ability to recognize and understand variations in student backgrounds, abilities, and learning styles
5. Ability to present standard American English language clearly and serve as a linguistic model for students
6. Ability to maintain a good relationship with all school personnel, students, and parents
7. Such other qualifications as may be set by the Board of Trustees

SUPERVISES

English Learners as assigned and directed by the principal and Director of Curriculum, Professional Development and Federal Programs

REPORTS TO

Building Level Principal and Director of Curriculum, Professional Development and Federal Programs

JOB GOAL

To assist English Learners (EL) in the acquisition of listening, speaking, reading, and writing of the English language

To support the *Mission and Beliefs* of the District when carrying out duties and responsibilities as assigned

TYPICAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

1. Provide English instruction to English Learners (EL) in grades Pre-K through 12
2. Guide English Learners toward gaining proficiency in listening, speaking, reading, and writing of the English language
3. Assist in administering required language proficiency and academic achievement tests for determining placement and ongoing monitoring of student progress
4. Assist in developing language acquisition support plans for all EL students and work with classroom teachers to implement plans
5. Assist in developing appropriate curriculum to help EL students with English language acquisition
6. Establish and maintain communication with parents of students in the EL program
7. Work with classroom teachers to support differentiated instruction
8. Perform other duties as assigned

TERMS OF EMPLOYMENT

Employment is based upon identified need; may be up to 180 days annually, with salary as approved by the Board of Trustees

EVALUATION

Performance of this position will be evaluated annually in accordance with the evaluation procedure for classified employees of the Philadelphia Public School District.