



HIRING ESL TEACHERS WORKING WITH ENGLISH LEARNERS PROCEDURE (CER-P004)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 CMCSS ensures that all ESL teacher applicants are fluent in English through an evaluation process which includes an oral interview, a review of transcripts and other credentials, and a writing sample, as appropriate. An adopted English fluency rubric will be used to rate teachers in two main categories: oral language fluency and written communications.

2.0 RESPONSIBILITY:

- 2.1 ESL Coordinator
- 2.2 Interviewing Supervisor

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Educator Quality

4.0 DEFINITIONS:

- 4.1 ESL- English as a Second Language
- 4.2 Four domains of language – reading, writing, speaking and listening

5.0 PROCEDURE:

All candidates who are seriously being considered for ESL teaching positions follow the procedures outlined below.

- 5.1 The ESL coordinator is notified by the prospective principal of an ESL teacher candidate. The coordinator then reviews the applicant's resume and credentials, focusing on indicators of written proficiency.
- 5.2 The ESL coordinator evaluates the applicant's oral interview, using the ESL English Fluency Rubric ([CER-G001](#)). If the applicant scores a level 3 or higher, and all documents indicate written proficiency, the applicant will be approved as fluent in English.
- 5.3 If the applicant scores lower than a level 3, or if there remains any question as to English proficiency, the applicant completes a writing sample which is evaluated by the ESL coordinator using the English fluency rubric. A score of 3 or higher must be achieved in order to be classified as fluent in English.
- 5.4 The ESL coordinator returns the ESL Applicant Language Screening Form ([CER-F019](#)) to Human Resources indicating the candidate's English language proficiency. The prospective principal is also notified of the screening outcome by the ESL coordinator.
- 5.5 Each eligible entity receiving a sub-grant shall include in its plan a certification that all teachers in any language instruction educational program for limited English proficient children that is, or will be, funded under said grant are fluent in English and any other language used for instruction, including having written and oral communications skills.



HIRING ESL TEACHERS WORKING WITH ENGLISH LEARNERS PROCEDURE (CER-P004)

Clarksville-Montgomery County School System

6.0 ASSOCIATED DOCUMENTS:

6.1 ESL Applicant Language Screening Form ([CER-F019](#))

6.2 ESL English Fluency Rubric ([CER-G001](#))

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Correspondence to employee	HR Confidential files	Indefinitely	Permanent	Secured area, Access controlled
ESL Applicant Language Screening Form (CER-F019)	HR Confidential files	Indefinitely	Permanent	Secured area, Access controlled

8.0 REVISION HISTORY:

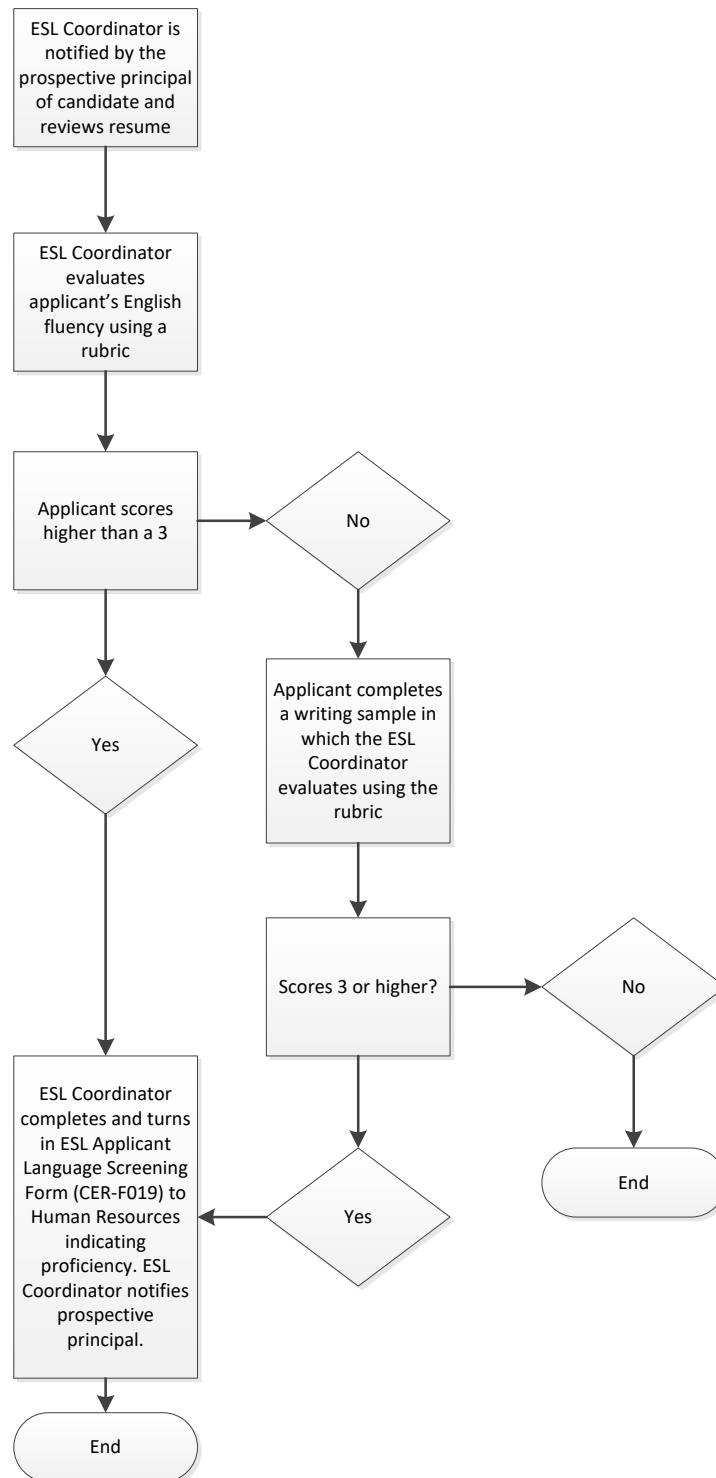
<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1/12/2012	IR	Initial Revision
12/9/13	A	Change approval authority to Director of Educator Quality; 5.0 add who are seriously being considered; 5.1 add by the prospective principal; 5.4 add The prospective principal is also notified of the screening outcome by the ESL coordinator; update logo, formatting, and hyperlinks
7/24/14	B	Updated language throughout procedure to reflect ESL (English as a Second Language)
2/1/19	C	4.3, Removed reference to No Child Left Behind Act and moved remaining content to 5.5. 6.1 removed.

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.

**HIRING ESL TEACHERS WORKING WITH
ENGLISH LEARNERS PROCEDURE
(CER-P004)**

Clarksville-Montgomery County School System





**HIRING ESL TEACHERS WORKING WITH
ENGLISH LEARNERS PROCEDURE
(CER-P004)**

Clarksville-Montgomery County School System

*** * * E n d o f P r o c e d u r e * * ***