

JOB DESCRIPTION

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| JOB TITLE: | Elementary Bilingual School Teacher | PAY GRADE: Teacher Salary Schedule |
| REPORTS TO: | Principal | WORK DAYS: 187 Days |
| DEPT./SCHOOL: | Assigned Campus | DATE REVISED: 10/18 |
| WAGE/HOUR STATUS: | Exempt | |

PRIMARY PURPOSE:

To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women.

QUALIFICATIONS:

Minimum Education/Certification:

Bachelors Degree
Valid Texas certificate for the subject and level assigned

Special Knowledge/Skills:

Excellent communication skills in both English and Spanish

Minimum Experience:

Experience working with students preferred

MAJOR RESPONSIBILITIES AND DUTIES:

Instructional Management:

1. Guide the learning of students in accordance with the district's philosophy and bilingual program model toward the achievement of curriculum goals.
2. Align teaching and available resources to the District curriculum and bilingual program model.
3. Present subject matter according to guidelines established by the Texas Education Agency, board policies, administrative guidelines and the District curriculum and District bilingual program.

MAJOR RESPONSIBILITIES AND DUTIES CONTINUED:

4. Conduct ongoing assessments of student learning and use results to plan and implement instruction.
5. Work cooperatively with other teachers to modify curricula and instruction as needed for special education, 504, ELL, and GT students according to guidelines established.
6. Work cooperatively with the campus and district instructional supervisors, leaders, and department heads to improve instruction.
7. Offer accelerated instruction to each student who meets any of the state "at risk" criteria in order for the student to perform satisfactorily on the state assessment.
8. Work with other members of staff to determine instructional goals, objectives, and methods according to campus and district requirements.
9. Assume responsibility for extracurricular activities as assigned; sponsor outside activities approved by the campus principal.
10. Use available technologies as appropriate teaching and learning tools.
11. Integrate the instruction of technology into subject area teaching.
12. Plan and supervise assignments of teacher aide(s) and volunteers.
13. Keep accurate records to evaluate and report instructional progress of learners.
14. Submit all required records/reports as needed by building/District.
15. Design, implement, and evaluate strategies to motivate students.
16. Make sound recommendations relative to student placement, transfer, retention, and promotion.

School/Organizational Climate:

17. Promote a positive, caring climate for learning.
18. Deal sensitively and fairly with students from diverse cultural backgrounds.
19. Organize materials and students.

MAJOR RESPONSIBILITIES AND DUTIES CONTINUED:

20. Maximize amount of time available for instruction
21. Monitor and adjust student behavior management strategies.
22. Demonstrate support for the District's/buildings behavior management policies and expected student behaviors.
23. Ensure that class rules are uniformly observed and that student discipline is appropriate and equitable.

School/Organizational Improvement:

24. Contribute to the recommendation of sound instructional programs.
25. Obtain and use evaluative findings, including student data, to examine instructional effectiveness.
26. Ensure that classroom instruction is continuous and responsive to student needs.
27. Participate on building/District committees as requested/required.
28. Promote and support school-wide programs.
29. Initiate communications with parents about student performance and/or behavior when appropriate.
30. Conduct parent-teacher conferences in accordance with local District policy.
31. Report student progress to parents in accordance with local District policy.
32. Maintain confidentiality unless disclosure is required by law.
33. Comply with policies, operating procedures, and requirements for TEA, District and campus policies and procedures.
34. Plan for and engage in professional development to stay current in content taught and instructional methodology.
35. Adhere to District policies and regulations for professional development.
36. Demonstrate behavior that is professional, ethical, and responsible and serve as a role model for all District staff as well as students.

MAJOR RESPONSIBILITIES AND DUTIES CONTINUED:

School/Community Relations:

37. Articulate District's/buildings mission and goals to the community and solicit its support in realizing the mission.
38. Demonstrate the use of appropriate and effective techniques for community and parent involvement.
39. Perform all other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Supervises, classroom, students, and aides

WORKING CONDITIONS:

Mental Demands:

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. Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the

Mental Demands Continued:

needs and abilities of students to who assigned. Ability to establish and maintain effective relationships with students, peers and parents; skill in oral and written communication.

Physical Demand/Environmental Factors:

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds such as boxes of books. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff. The noise level in the work environment is moderate to loud.

The forgoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____