

Job Description – Dual Language Teacher

Primary Function: Under the direction of the Principal, provides students with appropriate learning activities and experiences designed to help them fulfill their potential for their intellectual, emotional, physical and social growth. Enables students to develop competencies and skills to function successfully in society.

Responsibilities/Duties:

Instructional Strategies

- Develops and implements lesson plans that fulfill the requirements of the District's curriculum program and shows written evidence of preparation as required
- Prepares lessons that reflect accommodation for differences in student learning styles
- Presents the subject matter according to guidelines established by Texas Education Agency, board policies and administrative regulations
- Plans and uses appropriate instructional and learning strategies, activities, materials and equipment that reflect understanding of the learning styles and needs of students assigned
- Conducts assessment of student learning styles and uses results to plan instructional activities
- Cooperates with other members of the staff in planning and implementing instructional goals, objectives and methods in accordance with District requirements
- Plans and supervises purposeful assignments for teacher aide(s) and/or volunteer(s)
- Uses technology to strengthen the teaching/learning process

Student Growth and Development

- Assists students in analyzing and improving methods and habits of study
- Assesses the accomplishments of students on a regular basis through formal and informal testing and provides progress reports as required
- Assumes responsibility for extracurricular activities as assigned; sponsors outside activities approved by the campus principal
- Presents for students a positive role model and supports the mission of the school district

Classroom Management and Organization

- Creates a classroom environment that is conducive to learning and appropriate for the physical, emotional and social development of the students
- Manages student behavior in accordance with Student Code of Conduct and student handbook
- Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities
- Assists in the selection of books, equipment and other instructional materials

Communication

- Establishes and maintains open lines of communication with students, parents, principals and teachers

- Maintains a professional relationship with all colleagues, students, parents and community members
- Uses effective communication skills to present information accurately and clearly

Professional Growth and Development

- Participates in staff development program activities to improved job related skills

Policy Implementation

- Keeps informed of and complies with state, district and school regulations and policies for classroom teachers
- Assumes responsibility for compiling, maintaining and filing all reports, records and other documents required
- Attends and participates in faculty meetings and serves on staff committees as required

Supervisory Responsibilities

- Supervises assigned teacher aides(s) and student teachers

Other

- Demonstrates behavior that is professional, ethical and responsible
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned

Knowledge and Abilities:

Knowledge of:

- Subjects assigned
- Curriculum and instruction
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and assigned software

Ability to:

- Instruct students and manage their behavior
- Work independently with little direction
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Maintain regular and consistent attendance
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Plan and organize work

Education/Licenses/Experience: Bachelor's degree from accredited university. Valid Texas teaching certificate with required endorsements for subject/level assigned. Valid Texas bilingual teaching certificate. Demonstrated competency in the core academic subject area assigned. At least one semester of student teaching or one year of approved internship.

Working Conditions:

Mental Demands: Work with frequent interruptions; maintain emotional control under stress.

Physical Demands/Environmental Factors: Frequent walking, standing, bending/stooping, reaching, pushing/pulling, and twisting; repetitive hand motions including frequent keyboarding and use of mouse and technology hardware; frequent reaching

Lifting/carrying – Lifting 15-44 pounds; moving small stacks of textbooks, media equipment, desks and other classroom equipment; frequent sitting, standing, walking, climbing, stooping/crouching/kneeling, pulling/pushing, reaching; repetitive hand motions; prolonged use of computer

Calendar and Salary Range: 187 work days. See Teacher pay scale.

Revised: 6-4-18

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

Employee Signature

Date