

## **JOB DESCRIPTION**

**JOB TITLE:**                    **TEACHER - BILINGUAL EDUCATION**

**GENERAL DESCRIPTION:**

The Bilingual Education Teacher provides an approved bilingual education program that foster English proficiency, academic learning and personal growth.

**QUALIFICATIONS:** **NOTE: All new employees must pass a Criminal History Background Check and Employee Physical Exam prior to the start of their employment with the Millville Board of Education.**

- Valid NJ instructional certificate and grade level and/or content area endorsement and Bilingual Education Endorsement or eligibility
- Demonstrated language proficiency and knowledge of effective teaching methods
- Ability to maintain a positive learning environment
- Strong interpersonal and communication skills

**REPORTS TO:**                    Building Principal and Assistant Superintendent of Curriculum and Instruction

**PERFORMANCE RESPONSIBILITIES:** **NOTE: This is a general job description. A position under this job title may include, but is not limited to, the following job duties:**

1. Works to achieve state core curriculum content standards district goals and objectives by promoting active leaning in the classroom using board-adopted curriculum and other appropriate learning activities.
2. Develops lesson plans and instructional materials and provides opportunities for individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
3. Sets specific objectives in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
4. Participates in the assessment of the English proficiency of pupils whose native language is other than English; helps to identify pupils eligible for bilingual education and/or English as a Second Language programs or other services designed to improve English language proficiency.
5. Assesses pupil academic progress, English proficiency and personal growth toward stated objective of instruction. Assesses annually to determine pupils ready to exit the bilingual/ESL program.
6. Maintains records of pupils' educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
7. Identifies academic and support services needs of limited English proficient pupils and cooperates with other professional staff members in assessing and resolving learning problems.
8. Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.
9. Budgets class time effectively.
10. Communicates with parents through conferences and other means to inform them about the school program, discuss pupil progress and encourage their involvement in the development and review of program objectives. Works cooperatively with the districts' bilingual parent advisory committee.
11. Devises written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.
12. Supervises pupils in out-of-the-classroom activities as assigned.
13. Maintains professional competence and continuous improvement through inservice education and other professional growth activities.
14. Participates in school-level planning, faculty meetings/committees and other school system groups.
15. Makes effective use of community resources to enhance the instructional program.
16. Upholds and enforces school rules, administrative regulations and board policy.
17. Performs other duties as assigned.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the terms and conditions of employment as set forth in Board policy and the collective bargaining agreement between the Millville Board of Education and the Millville Education Association and/or past practices of the district.

**TERMS AND CONDITIONS OF EMPLOYMENT:**

Salary and work year to be established by the Millville Board of Education in accordance with the contractual agreement with the Millville Education Association.

**APPROVED BY:**

**DATE:**