

Job Title: DUAL LANGUAGE TEACHER
Reports to: Principal
Dept./School: Assigned Campus
Wage/Hour Status: Exempt
Date Revised: April 17, 2023

Primary Purpose

The Dual Language Teacher, under the direction of the campus principal, shall provide instruction to develop English as a Second Language and Spanish as a Second Language instruction to students enrolled in the Dual Language Program.

QUALIFICATIONS

Education/Certification

Bachelor's degree from accredited university
Valid Texas teaching certificate
Bilingual certification required
ESL certification (if not bilingual certified)

Special Knowledge/Skills

Demonstrated competency in the core academic subject area(s)
Must possess native language proficiency in Spanish in listening, speaking, reading and writing.
General knowledge of curriculum and instruction and language assessments
Ability to instruct students and manage their behavior
Strong organizational, communication and interpersonal skills
Must have satisfactory outcome of fingerprinting check prior to starting employment. Non-refundable fee paid by applicant.

Experience

At least three (3) years of teaching experience
Bilingual teaching experience preferred

MAJOR RESPONSIBILITIES AND DUTIES

Instructional Strategies

1. Develop and implement lesson plans that fulfill the requirements of district's curriculum program and explicitly teach the difference and similarities between English and Spanish.
2. Prepare lessons that reflect accommodations for differences in student learning styles and language proficiencies.
3. Present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
4. Plan and supervise assignments of teacher aide(s).
5. Analyze performance data in order to provide targeted instruction based on students' individual academic and linguistic needs.
6. Work cooperatively with administrators, cluster leaders, department coordinators, content specialists and other staff as needed on curriculum development.
7. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
8. Conduct ongoing bilingual assessment of student achievement through formal and informal testing.
9. Use technology to strengthen the teaching/learning process.

Classroom Management and Organization

- 10. Create classroom environment that is conducive to learning and appropriate for the physical, social and emotional development of students.
- 11. Manage student behavior in accordance with Student Code of Conduct and student handbook.
- 12. Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.
- 13. Assist in selection of culturally responsive books, equipment and other instructional materials to reinforce language acquisition.
- 14. Compile, maintain and file all physical and computerized reports, records and other documents required.

Communication

- 15. Establish and maintain open communication by conducting conferences with parents, students, principals and teachers.
- 16. Maintain a professional relationship with colleagues, students, parents, and community members.
- 17. Use effective communication skills to present information accurately and clearly.

Professional Growth and Development

- 18. Participate in ongoing staff development activities to improve job related skills.
- 19. Attend and participate in faculty meetings and serve on staff committees as required.

Other

- 20. Maintain confidentiality of information.
- 21. Perform other duties as assigned

EQUIPMENT USED

Personal or laptop computer, printer, copier, fax machine, calculator, telephone, electronic mobile devices, projector, video display monitor and related coaching equipment.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Frequent standing, stooping, bending, kneeling, pushing and pulling. Move small stacks of textbooks, media equipment, desks, and other classroom or adaptive equipment.

The foregoing statements describe the general purpose 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.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____