

Job Title: Bilingual Teacher

Wage/Hour Status: Exempt

Reports to: Campus Principal

Pay Grade: Teacher Salary

Dept./School: Assigned Campus

Date Revised: April, 2014 **Duty Days:** 187

Qualifications:

Education/Certification:

Bachelor's degree from accredited university

Valid bilingual Texas teaching certificate with required endorsements for subject and level assigned

Special Knowledge/Skills:

Knowledge of subjects assigned

General knowledge of curriculum and instruction

Ability to instruct students and manage their behavior

Strong organizational and interpersonal skills

Communicate in Spanish with proficient reading, writing and speaking skills

Experience:

At least one year student teaching or approved internship

Major Responsibilities and Duties:

Align the major functions of the assignment with district goals such that all students succeed.

Instructional Strategies

1. Develop and implement lesson plans for the curriculum program assigned and show written evidence of preparation as required.
2. Prepare lessons that reflect accommodations for individual student differences.
3. Present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
4. Plan appropriate instructional and learning strategies, activities, materials, and equipment that reflect accommodations for individual needs of students assigned using student achievement data.
5. Conduct assessment of student's learning styles and use results for instructional activities.
6. Work cooperatively with special education teachers to modify curriculum as needed for special education students according to guidelines established in Individual Education Plans (IEP).
7. Cooperate with other members of staff in planning and implementing instructional goals, objectives and methods according to district requirements.
8. Plan and supervise purposeful assignments of teacher aide(s) and volunteer(s).
9. Use technology in the teaching/learning process.

Student Growth and Development

10. Assist students in analyzing and improving methods and habits of study.
11. Consistently assess student achievement through formal and informal testing.
12. Assume responsibility for extracurricular activities as assigned and may sponsor outside activities approved by the school.
13. Present a positive role model for students that support the mission of the school district.

Classroom Management and Organization

14. Create classroom environment conducive to learning and appropriate for the physical,

- social, and emotional development of students.
15. Manage student behavior in the classroom and administer discipline according to board policies, administrative guidelines, and IEP.
 16. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
 17. Assist in selection of books, equipment, and other instructional materials.

Communication

18. Establish and maintain open lines of communication with students, parents, and community members.
19. Maintain a professional relationship with colleagues, students, parents, and community members.
20. Use acceptable communication skills to present information accurately and clearly.

Professional Growth and Development

21. Participate in the district staff development program.
22. Demonstrate interest and initiative in professional improvement.
23. Demonstrate behavior that is professional, ethical, and responsible.

Policy Implementation

24. Keep informed of and comply with state, district, and school regulations and policies for teachers.
25. Compile, maintain, and file all reports, records, and other documents required.
26. Attend and participate in faculty meetings and serve on staff committees as required.

Other

27. Perform other duties as assigned.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Maintain positive attitude when dealing with customers. Frequent standing, stooping, bending, pulling and pushing. Move small stacks of textbooks, media equipment, desks, and other classroom equipment.
Occasional prolonged and irregular hours

Bryan ISD is an equal opportunity employer. All applicants are considered for all positions without regard to age, race, color, national origin, religion, sex, marital or veteran status, medical condition, or disability, or any other legally protected reason.

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.

Approved by _____ Date _____

Reviewed by _____ Date _____