



Job Title: Elementary School Teacher– PK/Kinder Bilingual Summer Program

Reports to: Campus Administrator

Dept./School: Assigned Elementary Summer Campus

Rate of Pay: \$45/hour

Primary Purpose:

This position will provide a summer school program for emergent bilingual students who will be eligible for admission to kindergarten or first grade at the beginning of the next school year. The required summer school program is intended to prepare our youngest EB students for linguistic and academic success in early grades.

Work Schedule:

- June 2 – June 25 (School Holiday on June 19, 2025)
- Monday through Friday
 - 6/2-6/6: Teacher Schedule, 7:30 am – 4:15 pm, Student Schedule, 8:00 am - 3:45 pm
 - 6/9-6/25: Teacher Schedule, 7:30 am – 4:00 pm, Student Schedule, 8:00 am – 3:30 pm
- No additional training dates will be held

Qualifications:

- Position is open to current EISD staff only
- Teacher Certification
- Must be knowledgeable of instructional program, routines, and management

Major Responsibilities and Duties:

1. Supervise students, instruction, and activities during the program day.
2. Conduct instructional activities and work with students to develop skills.
3. Assist with maintaining a safe, neat, and orderly area.
4. Follow District guidelines in maintaining classroom management, discipline and confidentiality.
5. Participate in required staff development.
6. Assist with the preparation of instructional materials.
7. Assist students with reading, writing, or any other instructional & linguistic activities.
8. Assist with the physical care of children (recess, breaks, meals, etc.).
9. Assist students with the proper use of technology.
10. Plan daily activities.
11. Follow daily schedule.
12. Communicate with parents on an as needed basis.

13. Ensure the safety and wellbeing of students under your care.
14. Maintain documentation of services provided and student performance.
15. Performs other duties as assigned.

Mental/Physical/Environmental Factors:

Maintain emotional control under stress; Continual walking, standing, stooping, kneeling, bending, and twisting; Work indoors and outdoors in varying climate conditions.

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 _____