This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.

Job Title: Bilingual Teacher **Exemption Status/Test:** Exempt

Reports to: **Date Revised:**

Dept./School: Special Programs

Primary Purpose:

Provide leadership in implementing the district's bilingual program. Collaborate with district staff and outside personnel to ensure educational opportunities for bilingual students.

Qualifications:

Education/Certification:
Bachelor's degree
Valid Texas teaching certificate with endorsement in bilingual education

Special Knowledge/Skills:
Knowledge of curriculum and instruction
Knowledge of strategies and materials for the education of bilingual students
Ability to interpret data
Ability to communicate effectively with bilingual parents and students
Strong organizational, communication, and interpersonal skills

Major Responsibilities and Duties:

Instructional and Program Management

1. Implement procedures and coordinate the process to identify bilingual students at all grade levels districtwide, including review of student data and testing of students.

2. Implement bilingual and English-as-a-second language (ESL) curricular documents and instructional support materials. Provide resources and materials to support staff in accomplishing program goals.

3. Work with other teachers to establish and maintain challenging academic standards that will ensure that students learn English as well as content information and exit the bilingual/ESL programs within established timeframes.

4. Consult with teachers to develop and provide bilingual students with appropriate course work through curriculum modification and acceleration.

5. Observe classroom instruction and provide feedback and assistance to classroom teachers to facilitate improvement and innovation. Demonstrate teaching strategies with students in the classroom.

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6. Plan and provide staff development including sessions on methods for identifying and instructing bilingual students and enriched learning.

7. Plan and conduct parent meetings. Consult with parents, administrators, counselors, teachers, community agencies, and other relevant individuals regarding bilingual students.

8. Evaluate the bilingual program effectiveness based on evaluative findings (including student achievement data) and recommend changes as need.

Budget and Inventory

9. Participate in development, preparation, and administration of the budget for supplies and equipment and ensure that the program is cost effective and funds are managed wisely.

10. Contribute to the selection and purchase of supplemental equipment and supplies for the program.

11. Participate in grant-writing activities to obtain program funding.

Other

12. Compile, maintain, and file all reports, records, and other documents required.

13. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.

14. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Frequent districtwide travel; occasional statewide travel

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

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____

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