



## Two-Way Immersion Educator

### Purpose Statement

The job of Two-Way Immersion Bilingual Educator is done for the purpose/s of providing instruction in Spanish to native English and native Spanish students by serving as a teacher with specific responsibility for developing the students' ability to effectively perform courses of study in the English language; supervising students within the classroom and other assigned areas; developing lesson plans and delivering group and individual student instruction within established curriculum guidelines; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students' parents or guardians regarding instructional program and student progress.

This job reports to Building Principal

### Essential Functions

- Adapts classroom work for the purpose of providing students with instructional materials that address individualized learning plans within established lesson plans.
- Administers tests and language assessments for the purpose of evaluating students' language ability.
- Advises parents and/or legal guardians of student progress for the purpose of communicating expectations; student's achievements; developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Assesses student progress towards objectives, expectations, and/or goals for the purpose of providing feedback to students, parents and administration.
- Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school improvement plan.
- Directs assistant teachers, student teachers, instructional assistants, volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students.
- Monitors students in a variety of educational environments (e.g. classroom, playground, field trips, nap times, etc.) for the purpose of providing a safe and positive learning environment.
- Participates in a variety of meetings for the purpose of conveying and/or gathering information required to perform functions.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares a variety of written materials in both English and Spanish (e.g. grades, attendance, anecdotal records, etc.) for the purpose of documenting student progress and meeting mandated requirements.
- Provides instruction in both English and Spanish for the purpose of achieving success in academic, interpersonal and daily living skills through defined lesson plans.
- Responds to inquiries from a variety of sources (e.g. other teachers, parents, administrators, etc.) for the purpose of resolving issues, providing information and/or direction.

## Other Functions

- Manages student behavior for the purpose of providing a safe and optimal learning environment.
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to Education Code and school policies.
- Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.

## Job Requirements: Minimum Qualifications

### Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: fluency in both English and Spanish; applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.; applying curriculum and instructional techniques.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; lesson plan requirements; stages of child development; and behavioral management strategies; assessment instruments and techniques.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific Ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; working with detailed information/data; adapting to changing work priorities; meeting deadlines and schedules; working as part of a team.

### Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

### Work Environment

The usual and customary methods of performing the jobs functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling some climbing and balancing frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and in a generally hazard free environment. .

### Experience: Education: Equivalency:

Job related experience is required.

Bachelors degree in job-related area.

High levels of proficiency (speaking, reading and writing) in both English and Spanish.

Expertise in using best instructional practices, such as standards-based teaching, instructional assessment,

cooperative learning, and differentiated instruction.

Skilled in teaching diverse students.

Integrating multi-cultural concepts across the curriculum.

**Required Testing: Certificates and Licenses**

TB Test Designated Subject Matter Endorsement Professional Educators License

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**Continuing Educ. / Training: Clearances**

Maintains Certificates and/or Licenses Criminal Justice Fingerprint/Background Clearance Pre-Placement  
Medical Clearance

**FLSA Status Approval Date Salary Grade Exempt**

