



## **JOB DESCRIPTION**

**Job Title:** Bilingual Teacher

**Status:** Exempt

**Reports to:** Principal

**Days:** 181 days

**Pay Grade:** Teacher Pay Scale

**Dept./School:** Weis

**Date Revised:** March 4, 2026

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### **Primary Purpose:**

Provide Bilingual-Spanish students with appropriate learning activities and experiences in the core academic subject areas assigned; Assist students in fulfilling potential for intellectual, emotional, physical, and social growth; Enable students to develop competencies and skills to function successfully in society.

### **Qualifications:**

#### **Education/Certification/License:**

Bachelor's degree from an accredited university  
Valid Texas teaching certificate with required endorsements or BTLPT or TOPT with proficient writing samples  
Demonstrated competency in the core academic subject area assigned

#### **Special Knowledge/Skills:**

Knowledge of core academic subject assigned  
General knowledge of curriculum and instruction  
Ability to instruct students and manage their behavior  
Strong organizational, communication, and interpersonal skills  
Ability to work collaboratively with colleagues and provide effective strategies which foster the development of English acquisition of EL students  
Oral and writing fluency in Spanish and English

#### **Experience:**

At least one-year student teaching or approved internship

## **Major Responsibilities and Duties:**

### **Instructional Strategies**

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

### **Student Growth and Development**

10. Help students analyze and improve study methods and habits.
11. Conduct ongoing assessment of student achievement through formal and informal testing.
12. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.
13. Be a positive role model for students and support mission of 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 accordance with Student Code of Conduct and student handbook.
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 communication by conducting conferences with parents

19. Maintain a professional relationship with colleagues, students, parents, and community members.
20. Use effective communication skills to present information accurately and clearly.
21. Possess strong written and oral English language proficiency.

**Professional Growth and Development**

22. Participate in staff development activities to improve job-related skills
23. Keep informed of and comply with state, district, and school regulations and policies for classroom teachers.
24. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
25. Attend and participate in faculty meetings and serve on staff committees as required.
26. Perform all other duties as assigned by your principal/supervisor.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

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

*The Galveston ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or on any other basis prohibited by law.*

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of responsibilities and duties that may be assigned or skills that may be required.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_