



Position: Bilingual Elementary Teacher

Assignment: Elementary Bilingual Teacher

Reports to: Principal

Dept./School: Assigned Campus

Wage/Hour Status: Exempt

Pay Grade: TC100/187 Days

Date Revised: Spring 2024

Position Purpose:

Provide students with appropriate learning activities and experiences in the core academic subject area assigned to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.

Qualifications:

Minimum Education/Certification:

- Bachelor's degree from accredited university
- Valid Texas teaching certificate for subject and level assigned.
- Demonstrated competency in the core academic subject area assigned.
- Demonstrated proficiency in oral and written communication in English and Spanish

Special Knowledge/Skills/Experience:

- Knowledge of current teaching methods and educational pedagogy, as well as differentiating instruction based upon student learning styles.
- Knowledge of elementary school curriculum and concepts.
- Knowledge of data information systems, data analysis and the formulation of action plans.
- Knowledge of applicable federal and state laws regarding education and students.
- Ability to use computer network system and software applications as needed.
- Strong organizational, communication, and interpersonal skills
- Ability to engage in self-evaluation regarding performance and professional growth.

Major Responsibilities and Duties:

- Administer LISD school elementary curriculum consistent with school district goals and objectives.
- Promote a classroom environment that is safe and conducive to individualized and small group instruction, and student learning.
- Develop lesson plans and instructional materials and translate lesson plans into learning experiences to best utilize the available time for instruction.
- Conduct ongoing assessments of student learning, and modify instructional methods to fit individual student's needs, including students with special needs; conduct individual and small group instruction as needed.
- Instruct students in the principles of responsible citizenship and other subject matters specified in applicable laws, as well as administrative regulations and procedures of the school system.
- Continue to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops, or professional meetings, or by conducting research.

- Organize and maintain a system for accurate and complete record-keeping, grading, and reporting for all student activities, achievement and attendance as required by district procedures and applicable laws.
- Encourage parental involvement in students' education and ensure effective communication with students and parents.
- Ensure that student conduct conforms with the school's standards and school district policies and establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
- Coordinate with other elementary professional staff members, especially within grade level, to evaluate and assess curriculum, and participates in faculty meetings and committees.
- Select and requisitions appropriate books, instructional aids and other supplies and equipment and maintains inventory records.
- Supervise students in activities that take place out of the classroom during the school day, including activities involving school transportation.
- Administer standardized tests in accordance with District testing programs.
- Perform other related tasks as assigned by principal or other administrators.

Mental Demands/Physical Demands/Environmental Factors:

- Personal computer and peripherals; standard instructional equipment; *[P.E. teachers: automated external defibrillator (AED)]*
- Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting.
- Frequent walking
- Regular light lifting and carrying (less than 15 pounds); may lift and move textbooks and classroom equipment.
- Work inside, may work outside, regular exposure to noise.
- Maintain emotional control under stress; work prolonged or irregular hours; work with frequent interruptions.

OTHER: All employees are to follow district safety protocols and emergency procedures.

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. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

Signature

Date

Print Name