



# METROPOLITAN SCHOOL DISTRICT OF LAWRENCE TOWNSHIP

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## JOB DESCRIPTION

**Title:** Elementary Dual Immersion Teacher

**Qualifications:** Current Indiana State Teaching License  
Bachelor's Degree in Elementary Education  
ESL and/or Dual Language Certified Preferred  
Bilingual and Biliterate in Spanish (Working Level – ACTFL)

**Reports to:** Building Principal/ Assistant Director of Language Programs

### Performance Responsibilities:

1. Teacher instructs content in both Spanish and English at the designated percentages per grade level as determined by the Assistant Director of Language Programs and Principal
2. Teacher will provide and utilize a variety of instructional strategies to differentiate the product and process for their students
3. Teacher assumes responsibility for the English Language Development of English Learners in the Dual Language program
4. Utilizes a variety of instructional technology when applicable
5. Encourages students to set and maintain district standards of classroom behavior while enforcing school rules, administrative and board policies
6. Make provisions for being available to students and parents for educational related purposes outside the instructional day when required or requested under reasonable terms
7. Cooperates with other members of the staff in planning instructional goals and objectives
8. Attend and participate in all meetings
9. Teacher is expected to assume assigned responsibilities on curriculum study groups, textbook committees, or other groups to which he/she may be assigned;
10. Participates in ongoing professional growth, workshops, seminars, conferences and/or advanced coursework of higher learning
11. Maintain a safe and well structured environment for student learning
12. Evaluates student progress on a regular basis
13. Maintain records and grading as instructed by the Principal
14. Teacher shall use instructional material approved by the Superintendent and Board of Education