



PECOS-BARSTOW-TOYAH ISD

Job Title:	Bilingual Teacher	Exemption Status/Test:	Exempt/Professional
Reports to:	Principal	Pay Grade:	Teacher Pay Scale
Dept./School:	Assigned Campus	Date Revised:	04.30.2025 (J)

Primary Purpose:

Provide students with appropriate learning activities and experiences in the core academic subject area assigned in a bilingual setting 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:

Education/Certification:

Bachelor's degree from an accredited university
Valid Texas teaching certificate with required endorsements
Bilingual certification
Demonstrated competency in the core academic subject area assigned

Special Knowledge/Skills:

Knowledge of the core academic subject(s) assigned
Knowledge of curriculum and instruction
Ability to instruct students and manage their behavior
Strong organizational, communication, and interpersonal skills

Experience:

Student teaching, approved internship, or related work experience

General Responsibilities and Duties:

- Regular attendance and punctuality
- Support and align work with the mission, vision, and beliefs of the District.
- Follow and support Board Policies in areas of related responsibility.
- Ensure District resources are managed effectively to maximize resources for student learning.
- Share in the development and implementation of District success plans.
- Actively participate in ongoing development to improve work quality and District contribution.
- Model integrity, work ethic, and professionalism as a suitable example for PBTISD students.

Primary Responsibilities and Duties:

Instructional Strategies

1. Develop and implement lesson plans that fulfill the requirements of the district's curriculum program and show written evidence of preparation as required. Prepare lessons that accommodate individual student differences.
2. Plan and utilize appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect an understanding of the learning styles and needs of students assigned to and present in the subject matter, in accordance with guidelines established by the Texas Education Agency, board policies, and administrative regulations.
3. Conduct assessment of student learning styles and use results to plan instructional activities.

4. Work collaboratively with special education teachers to modify curricula as needed for special education students, following guidelines established in Individualized Education Plans (IEPs).
5. Collaborate with other staff members to determine instructional goals, objectives, and methods in accordance with district requirements.
6. Plan and assign work to instructional aides and volunteers, and oversee their completion.
7. Student Growth and Development
8. Conduct ongoing assessment of student achievement through formal and informal testing.
9. Assume responsibility for extracurricular activities as assigned—sponsor outside activities approved by the campus principal.
10. Be a positive role model for students and support the school district's mission.

Classroom Management and Organization

11. Create a classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
12. Manage student behavior in accordance with the Student Code of Conduct and the student handbook.
13. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
14. Assist in selecting books, equipment, and other instructional materials.
15. Compile, maintain, and file all reports, records, and other documents required.

Communication

16. Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

Professional Growth and Development

17. Participate in staff development activities to improve job-related skills.
18. Comply with state, district, and school regulations and policies for classroom teachers.
19. Attend and participate in faculty meetings and serve on staff committees as required.

Other

20. Follow district safety protocols and emergency procedures at all times.
21. Other duties as assigned

Supervisory Responsibilities:

- Direct the work of assigned instructional aide(s).

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: Regular light lifting and carrying (less than 15 pounds); may lift and move textbooks and classroom equipment

Environment: Work inside, may work outside; regular exposure to noise

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

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

Employee Name (Printed): _____

Employee Signature: _____

Date: _____

Supervisor's Name (Printed): _____

Supervisor's Signature: _____

Date: _____