

**Job Title:** Bilingual Teacher

**Exemption Status/Test:** Exempt/Professional

**Reports to:** Principal

**Date Revised:** 3.5.24

**Dept./School:** Assigned Campus

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## Primary 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, linguistic and social growth. Enable students to develop competencies and skills to function successfully in society.

## Qualifications:

### Education/Certification:

Bachelor's degree from accredited university  
Valid Texas teaching certificate with required endorsements or training for subject and level assigned  
Bilingual Certification/Endorsement

### Special Knowledge/Skills:

Fluent and literate in both English and Spanish  
Knowledge of biliteracy instructional practices  
Knowledge of language acquisition  
Knowledge of core academic subjects assigned  
Knowledge of curriculum and instruction  
Ability to instruct students and manage their behavior  
Strong organizational, communication, and interpersonal skills

### Experience:

At least one year of student teaching or approved internship

## Major 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 reflect accommodations for differences in individual student differences.
2. Prepare lessons that reflect accommodation for individual student differences
3. Plan and use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the learning styles and needs of students assigned and present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
4. Conduct assessment of student learning styles and use results to plan instructional activities.

5. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
6. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
7. Plan and assign work to instructional aide(s) and volunteer(s) and oversee completion.
8. Participate in staff development activities to improve job-related skills
9. Compile, maintain, and file all reports, records, and other documents required
10. Integrate technologies in the teaching/learning process

### **Student Growth and Development**

11. Assist students in analyzing and improving methods and habits of study
12. Conduct ongoing assessment of student achievement through formal and informal testing.
13. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.
14. Be a positive role model for students; support the mission of the school district.

### **Classroom Management and Organization**

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

### **Communication**

20. Establish and maintain open lines of communication with students and their parents, principals and other colleagues
21. Maintain a professional relationship with all colleagues, students, parents, and community members
22. Use acceptable communication skills to present information accurately and clearly

23. Keep the principal fully informed with respect to conditions and needs of the classroom and of new techniques and materials being used

### Professional Growth and Development

24. Attend and participate in faculty meetings, and work sessions as required by the principal
25. Follow all rules, regulations, and policies of Ponder ISD and follow directives from supervisor
26. Follow attendance policy as assigned by supervisor
27. Perform other functions that may be assigned by the Administration and/or supervisor
28. Exhibit professional judgment and responsibility at all times
29. Demonstrate behavior that is professional, ethical, and responsible
30. Compile, maintain, and file all physical and electronic reports, records, and other documents as required
31. Promote professional improvement through reading educational journals and books, exploring educational research, enrolling in college courses, participating in staff development activities, and membership in professional organizations

### Policy Implementation

32. Uphold and enforce school rules, administrative regulations, district philosophy, board policies, and present subject matter according to established guidelines
33. Keep informed of and comply with state, district, and school regulations and policies for classroom teachers
34. Compile, maintain, and file all reports, records, and other documents required
35. Attend and participate in faculty meetings and serve on staff committees as required

### 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; *[P.E. teachers: automated external defibrillator (AED)]*

**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:** Ability to communicate effectively in English and Spanish (verbal and written); ability to instruct; interpret policy and maintain emotional control under stress

**Funding Source: General Fund 199**

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

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_