

SECTION I: GENERAL INFORMATION

Position Title: Dual Language Spanish Immersion Teacher	Department: Social Studies
Reports to: Principal	FLSA Status: Exempt
Classification: Teachers	Bargaining/ Work Unit: Teacher Master Agreement
Position Last Updated: April 2026	Next Position Description Update:

SECTION II: JOB SUMMARY

This position will develop materials and lesson plans; conducts instruction; regularly evaluates instructional material for grade appropriateness; and continually assesses student development and performance all in a fully proficient manner as defined in the five domains from the District's Framework For Teaching.

This position will regularly meet with parents / guardians / responsible adults and / or students to ensure clear understanding of students' overall performance in terms of strengths / weaknesses, progress / potential and any other observable characteristics, abilities or challenges that are affecting students' performance.

SECTION III: DUTIES AND RESPONSIBILITIES

Statement of Duty/ Responsibility: Instruction and Assessment of Students in a Dual Language Spanish Immersion Classroom

Tasks involved in fulfilling above duty/ responsibility:

- Deliver social studies curriculum and content in the Spanish language.
- Position may include teaching other social studies classes in the English language.
- Respond appropriately and effectively in emergency situations.
- May plan and provide direction for the work of paraprofessionals and/or volunteers in the classroom.
- May provide input on the performance evaluation for paraprofessionals in the classroom.
- Evaluates student achievement and growth and maintains appropriate records and reports grades in a timely manner.

Statement of Duty/ Responsibility: Develop Lesson Plans

Tasks involved in fulfilling above duty/ responsibility:

- Develop lesson plans and instructional materials to provide individualized and small group instruction to adapt curriculum to meet the needs of each student.
- Build and maintain knowledge of Latino culture to effectively engage students in social studies curriculum.

- May need to translate current curriculum materials from English to Spanish

Statement of Duty/ Responsibility: Communication and Professional Learning

Tasks involved in fulfilling above duty/ responsibility:

- Effectively interact and communicate with students, parents, community members, peers and administration.
- Effectively engage in collaborative work with peers to positively impact student learning and achievement.
- Attend Professional Learning Community and other job-related meetings and effectively collaborate with other teachers.

SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Proficiency or willingness to become proficient in Immersion Education philosophy and teaching processes.
- Knowledge of and/or willingness to learn and work within Danielson’s Framework for Teaching.
- Knowledge of and/or willingness to learn ways to effectively incorporate technology into instruction and student learning.

Skills:

- Creates developmentally appropriate learning experiences for all students.
- Communicates regularly and appropriately with students and families as necessary using district approved methods of communication, and in accordance with the district’s Acceptable Use of Technology policy and guidelines.
- Maintains professionalism in all challenging and difficult situations

Abilities:

- Demonstrates native or near native fluency in Spanish.
- Demonstrates English language proficiency in communications with students, staff and parents.
- Identifies pupil needs and develops and/or adheres to strategies identified in Individual Education Plans (IEPs).
- Develops effective and positive working relationships with students, staff administrators, parents and the community.

SECTION V: EDUCATION / EXPERIENCE & CERTIFICATION REQUIREMENTS

- Minnesota 5-12 or 7-12 Social Studies License or ability to qualify for one of these licenses.
- Native or near native fluency in Spanish (“Advanced Low” on OPI and WPT; “Intermediate High” on RPT as identified in the ACTFL Proficiency Guidelines).
- Demonstration of proficiency or willingness to become proficient in Immersion Education philosophy and teaching practices.

SECTION VI: WORK ENVIRONMENT

- Work is typically performed in an inside, temperature-controlled environment. Some outside duty time may be scheduled and expected in performance of this position.

- There may be lifting and moving of materials and/or equipment, typically less than 30 pounds, in performance of this position.

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission. Richfield Public Schools inspires and empowers each individual to learn, grow and excel.
- Perform assigned responsibilities in a manner consistent with the District's established Core Values.
- Advance the District's mission and values through careful attention to the key issues of Learning, Environment, and Resources.
- Commitment to providing safe and positive learning environments.
- Ability to work collaboratively and maintain effective working relationships.
- Commitment to student-centered service, efficiency, and continuous improvement.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE EMPLOYEE ASSIGNED TO THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED