



THE METROPOLITAN SCHOOL DISTRICT OF

WARREN TOWNSHIP

JOB TITLE: Dual Language Teacher

FLSA CLASSIFICATION: Exempt (Professional), salaried employee

WORK DAYS: 184 days (does not include holidays)

STANDARD HOURS PER DAY: 7 hours per day

WORK YEAR: The work year for the Dual Language Teacher is set annually in a school calendar adopted by the Board of Education. Dual Language Teachers work in schools that operate on one calendar; blended school year calendar.

SALARY SCHEDULE & BENEFITS: The Dual Language Teacher is paid on the "Dual Language Teacher s" salary schedule, and is eligible for benefits on the "Dual Language Teacher s" benefits schedule. Starting salary \$50,500 (BS)/\$51,500 (MS) with 0 years of experience.

REPORTS TO: The Dual Language Teacher reports to the building Principal and/or other building administrators.

SUPERVISES: The Dual Language Teacher supervises the instructional assistants who may be assigned to the Dual Language Teacher 's classroom for that given period of time.

GENERAL SUMMARY: The Dual Language Teacher is responsible for teaching groups of students in a classroom setting in the target language of Spanish, based on a curriculum and supported by instructional materials adopted by the Board of Education. The Dual Language Teacher is responsible for developing daily lesson plans to ensure that the Dual Language Teacher covers the curricular content in a timely manner throughout the semester or school year. The Dual Language Teacher uses a variety of instructional methods and techniques to meet the unique needs of the individual students and to assess their learning; the Dual Language Teacher modifies instruction, re-teaches and remediates to ensure the students' success.

ESSENTIAL FUNCTIONS:

1. Works with administrators, other Dual Language Teachers, and/or instructional teams to plan and implement instruction according to the District approved and adopted curriculum;
2. Create and maintain a culturally responsive classroom environment that values and integrates diverse perspectives, backgrounds, and experiences to support student learning and engagement.
3. Develops daily lesson plans and presents lessons, using a variety of instructional methods and techniques, to ensure that the Dual Language Teacher effectively covers the curriculum in a timely manner throughout the semester or school year;
4. Possess and demonstrate excellent written and verbal communication skills, including the ability to deliver instruction effectively in both English and Spanish.
5. Understands and implements the use of the adopted curriculum, instructional materials, and digital platforms;
6. Prepares instruction, using a variety of techniques and strategies, assignments and assessments for learning;
7. Adhere to the designated language allocation plan (e.g., 50/50 or 90/10 immersion model) to support bilingual instruction and student language development.
8. Monitors, assists, corrects, re-teaches and remediates student performance to ensure student progress;
9. Diagnoses and analyzes student progress and programs for the purpose of providing appropriate instruction based on the developmental stages and needs of students;
10. Evaluates and consistently provides feedback to students during instruction, small group sessions and via other digital platforms;
11. Utilizes classroom management techniques conducive to an effective classroom climate;

12. Effectively manages student behavior in the classroom and throughout the building, and administers appropriate discipline when necessary to achieve proper behavior;
13. Shows sensitivity to students, parents and the community and promotes student self-esteem;
14. Counsels students when academic difficulties or behavioral problems arise, seeking assistance for problems which are beyond the Dual Language Teacher's skills or expertise;
15. Maintains professional relationship between school and parents;
16. Maintains contact with parents through parent-Dual Language Teacher conferences, telephone, written communications, and District approved platforms;
17. Encourages parental involvement through school and online/virtual activities, connecting home and school;
18. Work collaboratively with partner teachers, ML specialists, and language support staff to support student learning and language development.
19. Participates in faculty meetings, staff development activities, and personal professional growth activities focused on the acquisition of new and improved skills and knowledge;
20. Conducts standardized tests in accordance with State guidelines, District policies, the Principal's expectations;
21. Maintains all records as required, including but not limited to grade books, attendance records and student progress reports;
22. Assigns grades, recommends promotion or retention, and/or participates in decisions regarding students' placement in appropriate classroom situations for the ensuing year;
23. Assists in the protection of students both on campus and online/virtually, and student's property when on campus;
24. Supervision of students;
25. Responsible for keeping up to date on current technology, as job appropriate, being used in the District. With the support of the District, attends training to ensure skill level in various technologies is at the level required to perform in current position;
26. Responsible for timely and accurate information they maintain as part of their job responsibilities.

NON-ESSENTIAL FUNCTIONS:

1. Shares, with other Dual Language Teacher /Dual Language Teachers and school staff, the responsibility for monitoring halls, study areas, and the lunchroom;
2. Performs related duties, such as sponsoring a student club or organization, coaching a team, or supervising after school activities;
3. Performs other duties as assigned by the building Principal.

ENTRY-LEVEL REQUIREMENTS:

1. **EDUCATION/TRAINING:** Bachelor's Degree from an accredited college or university is required.
2. **EXPERIENCE:** Satisfactory completion of student teaching and all coursework required by the college/university and required by the Division of Professional Standards (Indiana Department of Education) for an Indiana Dual Language Teacher 's License.
3. **CERTIFICATIONS &/OR LICENSES:** Current and valid Indiana Dual Language Teacher 's License in the grade level and/or subject area for which the Dual Language Teacher is being employed is required (or eligibility for an Emergency Permit, if the District is willing to submit a request for an Emergency Permit).
 - English as a New Language (ENL) Endorsement and/or Dual Language Immersion (DLI) Certification (preferred)
 - Elementary or Secondary Education License depending on the grade level taught.
4. **OTHER:** Fluent in Spanish (Reading, Writing, Listening and Speaking).
 - Ability to perform the essential functions and to fulfill the physical/sensory/ environmental requirements of the job (with or without reasonable accommodations) is required.

PHYSICAL REQUIREMENTS: The duties and responsibilities of the Dual Language Teacher primarily involve talking to, listening to, and interacting with students. Physical movement throughout the school building and classroom to personally engage with students and staff is very important.

This job typically involves some combination of walking, standing and sitting, and may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). However, this job does not require heavy lifting or other physical abilities often associated with manual labor.

Proficient use of technology is important in order to effectively provide instruction and communicate with families in order to effectively accomplish job responsibilities.

SENSORY REQUIREMENTS: The ability to communicate verbally in person/virtually, is very important. The ability to present instructional lessons and to explain ideas in ways that are readily and fully understood by students is very important. Monitoring student behavior may require visual and/or auditory perception and discrimination.

ENVIRONMENTAL FACTORS: Tasks are regularly performed without significant exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluations of Professional Personnel.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____

The Metropolitan School District of Warren Township does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, military status, ancestry, or genetic information which are classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the Corporation's employment opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs and activities, affecting the Corporation environment.

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