

**Jefferson School District
Job Description**

Job Title: Teacher – Bilingual/ESOL- Elementary School
Reports To: Principal
FLSA Status: Exempt

JOB SUMMARY

This position provides education services to students in an English as a Second Language classroom setting. Instructs students, provides translation, maintains student discipline and is responsible for student academic achievement.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
 2. Develops and maintains a classroom environment conducive to effective learning within the limits of the resources provided by the District.
 3. Instructs students and assigns relevant homework.
 4. Grades papers, assignments and assessments promptly and accurately.
 5. Tests and evaluates students' abilities and progress.
 6. Prepares report cards and progress reports.
 7. Plans a program of study that meets the individual needs, interests, and abilities of students.
 8. Assists in the selection of books, equipment, and other instructional materials.
 9. Plans and supervises purposeful assignments for teacher aide(s).
 10. Develops appropriate curriculum and educational materials for various subjects of study.
 11. Utilizes a variety of instructional techniques and instructional media, consistent with the needs and capabilities of the individuals or student groups involved.
 12. Supervises large groups of children at recess and lunch ensuring safety and security at all times.
 13. Assesses the accomplishments of students on a regular basis and maintains such records as required by law and by District policy.
 14. Takes all responsible precautions to provide for the health and safety of the students and to protect equipment, materials and facilities.
 15. Works to establish and maintain open lines of communication with students and their parents concerning both the broad academic and behavioral progress of their students.
 16. Works to establish and maintain open lines of communication with the administration, other staff members, and District patrons.
 17. Assists in determining and evaluating educational goals consistent with district philosophy and strives to implement those goals by instruction and action.
 18. Cooperates with other members of the staff in planning instructional goals, objectives, curriculum and instructional methods.
 19. Assists the administration in implementing policies and rules governing student activities and conduct.
 20. Maintains appropriate certifications and training hours as required.
 21. Complies with applicable District, state, local and federal laws, rules and regulations.
 22. Attends work regularly and is punctual.
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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings.
2. Attends staff meetings.

SUPERVISORY RESPONSIBILITIES

May supervise and direct the work of instructional assistants and/or teacher aide(s). All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Bachelor's degree (B.A.) or equivalent from four-year college or university or at least one year related experience and/or training or equivalent combination of education and experience. Master's degree (M.A.) or equivalent strongly preferred. Must be highly qualified under the reauthorized ESEA. Prior successful experience teaching in a school setting or with young children strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully teach young children from diverse backgrounds.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English and Spanish. Ability to effectively present information and respond effectively to questions in one-on-one and small group situations with students and school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.
- **Reasoning Ability:** Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of instructions in varying forms and deal with several abstract and concrete variables. Ability to problem solve and deal with a variety of concrete variables in situations where only limited standardization exists.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software and word processing software. Ability to proficiently use the following programs strongly preferred: MS Word, Excel, Groupwise, Infinite Visions, Pinnacle and Web Portal. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Demonstrated knowledge of language development, ESOL strategies, child growth and development at each level of instruction and of the social, emotional, physical and cognitive development of students. Possesses knowledge of effective behavior management methods. Ability to provide translation of documents, instruction,

conversation etc. from English to Spanish and Spanish to English. Ability to meet time lines and exercise good judgment while working in a dynamic environment.

- **Certificates, Licenses, Registrations:** Certificates as determined by the District including meeting current highly qualified requirements under the reauthorized ESEA. Must have a valid teacher's license; elementary authorization; bilingual/ESOL and subject specific endorsement(s) through the Teachers Standards and Practices Commission (TSPC), CPR/First Aid card and Oregon Driver License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel or crouch. The employee must regularly lift and/or move up to 25 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a standard classroom setting. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: OSBA

Prepared Date: February 2010

I have read and understand this job description.

Signature: _____

Date: _____