



# Longview Independent School District

## JOB DESCRIPTION

### TEACHER – ELEMENTARY - BILINGUAL

<b>JOB TITLE:</b>	Teacher – Elementary Bilingual	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Principal	<b>TERMS:</b>	187 Days
<b>DEPARTMENT:</b>	Campus Assigned	<b>PAY GRADE:</b>	Teacher Pay Schedule

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#### PRIMARY PURPOSE:

Provide students with appropriate learning activities and experiences designed to 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 accredited college or university  
Valid Texas teaching certificate with required endorsements for subject and level assigned

##### Special Knowledge/Skills:

- Fluent in both English and Spanish
- Specific knowledge of subjects assigned
- General knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Strong organizational, communication, and interpersonal skills

##### Experience:

At least one year student teaching or approved internship

#### MAJOR RESPONSIBILITIES AND DUTIES:

1. Develop and implement lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required
2. Conduct assessments of student learning styles and use results for instructional activities
3. Present the subject matter according to guidelines
4. Employ a variety of instructional techniques and media consistent with the needs and capabilities of students



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

5. Use technologies in the teaching/learning process
6. Consistently assess students' achievement through formal and informal testing
7. Present a positive role model for students that support the mission of the school district
8. Create a classroom environment conducive to learning and appropriate to the physical, social, and emotional development of students
9. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
10. Establish and maintain open lines of communication with students and their parents on a consistent basis
11. Maintain a professional relationship with all colleagues, students, parents, and community members
12. Use acceptable communication skills to present information accurately and clearly
13. Participate in the district staff development program
14. Demonstrate interest and initiative in professional improvement
15. Demonstrate behavior that is professional, ethical, and responsible
16. Compile, maintain, and file all reports, records, and other documents required
17. Attend and participate in faculty meetings and serve on staff committees as required
18. Comply with district policies, as well as state and federal laws and regulations
19. Adhere to the district's safety policies and procedures
20. Maintain confidentiality in the conduct of district business
21. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
22. Demonstrate regular and prompt attendance
23. Other duties as assigned



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### SUPERVISORY RESPONSIBILITIES:

Supervise assigned teacher aide(s) as required

### EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

### WORKING CONDITIONS:

#### Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

#### Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

### EVALUATION:

Teacher Evaluation and Support System (T-TESS)

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: Feb., 2017**