



Longview Independent School District

JOB DESCRIPTION

TEACHER – ELEMENTARY 3 BILINGUAL IB ELEMENTARY YEARS PROGRAM

JOB TITLE:	Teacher – Elementary 3 Bilingual/IB Elementary Years Program	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Principal	TERMS:	187 Days
DEPARTMENT:	Campus Assigned	PAY GRADE:	Teacher Pay Schedule

PRIMARY PURPOSE:

Provide students with appropriate and innovative 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 to include supporting the International Baccalaureate philosophy

QUALIFICATIONS:

Minimum Education/Certification:

Bachelor's degree from accredited college or university
Valid Texas teaching certificate with required endorsements for subject and level assigned
Demonstrate competency in the core academic subject area 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, communications, and interpersonal skills

Minimum Experience:

At least one year of field experience (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; prepare lesson plans that reflect accommodations for differences in individual student differences



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

2. Present the subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations
3. Plan and use appropriate and innovative instructional and learning strategies, activities, materials, equipment and technology that reflect understanding of the learning styles and needs of students assigned
4. Support International Baccalaureate philosophies
5. Attend International Baccalaureate training as required
6. Teach instructionally using the International Baccalaureate framework
7. Conduct assessments of student learning styles and use results to plan instructional activities
8. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP)
9. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements
10. Plan and supervise assignments to instructional aide(s) and volunteer(s) and oversee completion
11. Use technology to strengthen the teaching/learning process
12. Help students analyze and improve study methods and habits
13. Conduct ongoing assessment of student achievement through formal and informal testing
14. Assume responsibility for extracurricular activities as assigned; sponsor outside activities approved by the campus principal
15. Be a positive role model for students; support mission of school district
16. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

17. Manage student behavior in accordance with Student Code of Conduct and student handbook
18. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
19. Assist in selection of books, equipment, and other instructional materials
20. Establish and maintain open lines of communication by conducting conferences with parents, students, principals, and teachers
21. Maintain a professional relationship with all colleagues, students, parents, and community members
22. Use effective communication skills to present information accurately and clearly
23. Participate in the district staff development program
24. Demonstrate interest and initiative in professional improvement
25. Demonstrate behavior that is professional, ethical, and responsible
26. Compile, maintain, and file all reports, records, and other documents required
27. Attend and participate in faculty meetings and serve on staff committees as required
28. Comply with district policies, as well as state and federal laws and regulations
29. Adhere to the district's safety policies and procedures
30. Maintain confidentiality in the conduct of district business
31. 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)
32. Demonstrate regular and prompt attendance
33. 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)

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: March, 2018