

## ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

**TITLE:** Elementary School Teacher – Dual Language (English)

**DEPARTMENT:** Elementary Education

**REPORTS TO:** Director of Elementary Education and Building Principal

**POSITION SUMMARY:** The Elementary School Teacher – Dual Language provides learning opportunities and instruction to students in grades K-5 who are participating in the Dual Language Program partnering with another teacher to integrate instruction in Spanish and English to provide the opportunity for students to attain biliteracy.

### **ESSENTIAL FUNCTIONS:**

- Kindle excitement about learning, encouraging flexible and critical thinking and development of communication skills.
- Assess the needs of the students and provide a suitable learning environment to meet their needs.
- Follow the adopted curricula, attending staff meetings and other professional meetings as may be assigned by the principal.
- Participates with other staff to cooperatively plan, develop, and implement a course of instruction designed to achieve required academic learning standards in all curricula areas in a bilingual learning environment.
- Collaborates in the development, articulation, implementation, and stewardship of a bilingual language and culture program in the elementary school environment.
- Work cooperatively with students and their parents who are culturally, racially, and linguistically diverse.
- Maintain order in the classroom and ensure a caring, safe learning environment, with clear routines and procedures designed to minimize disruption and maximize student on task time.
- Maintain safe and healthful conditions in the classroom and report promptly to the principal any serious accident or illness affecting students in the classroom.
- Evaluate each pupil's educational growth and development and make periodic reports to parents or guardians as well as to the designated school administrator.
- Plan, prepare and provide an instructional program, including the preparation of lesson plans as necessary so that the instructional program is uninterrupted in the event of the teacher's absence.
- Continue to improve classroom methods and techniques by attending workshops, summer school, professional meetings or conferences, and keep abreast of current educational innovations through professional literature.
- Work cooperatively with a building team in planning, supporting and providing instruction, and share with other staff the responsibility for supervision of activities and student behavior outside the regular classroom.
- Demonstrate positive relationship skills with students, parents and district staff, maintaining ongoing and open communication.
- Encourage and provide the structure for ongoing, meaningful involvement of parents and community members in the classroom and school.
- Use technology to provide challenging instruction to students of all learning levels.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

### **QUALIFICATIONS:**

**EDUCATION:** Bachelor's degree, Master's degree, or Doctorate from an accredited university or college.

**EXPERIENCE:** Appropriate academic background and coursework for the position. Biliterate proficiency in Spanish and English preferred. Extended travel or residence in Spanish-speaking countries and familiarity with the linguistic and cultural diversity of the Spanish-speaking world preferred. Experience working in an elementary immersion or international school is highly preferred. Successful teaching experience and effective work with elementary school age students preferred.

**CERTIFICATES AND LICENSES:** Valid Washington State Teaching Certificate with appropriate endorsements. Certification in English Language Learning highly preferred. Certification in SIOP, GLAD, and/or CLAD highly preferred or completion of GLAD training within 60 days of hire. Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

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**CONTINUING EDUCATION/TRAINING:** That which is required to be effective in the position, to maintain certification, and to remain current in instructional delivery methods for biliteracy education.

**CLEARANCES:** Criminal Justice fingerprint/Background Clearance

**FLSA STATUS:** Exempt

**BARGAINING UNIT:** Issaquah Education Association (IEA)