



Job Title: Bilingual/Biliterate Vietnamese Teacher

Exemption Status/Test: Exempt/Professional

Reports to: Principal

Date Revised: 5/27/2015

Dept. /School: Assigned Campus(es)

Primary Purpose:

Serve the linguistic, instructional, and affective needs of Vietnamese bilingual students. Provide students with appropriate learning activities and experiences, and enable students to develop competencies and skills, especially relating to English language development, so that students can function successfully in a global society.

Qualifications:

Education/Certification:

Bachelor's degree from accredited university
Valid Texas teaching certificate (EC-4) with a commitment to pursue BE certification contingent upon assignment
Demonstrated academic language proficiency in English and Vietnamese

Special Knowledge/Skills:

Demonstrated strong organizational, communication, and interpersonal skills required to achieve the goal of the position
Demonstrated academic language proficiency in English and Vietnamese

Experience:

One year student teaching or approved internship

Major Responsibilities and Duties:

Instructional Strategies

1. Review and read the district's curriculum program to use for developing and implementing lesson plans that reflect accommodations for differences in student learning styles; show written evidence of preparation as required
2. Provide a variety of planned learning experiences using appropriate instructional and learning strategies, activities, materials, and a variety of media and methods in order to motivate students, meeting various learning styles of the students, and implementing effective time management with instruction
3. Ensure use of native language support aligned with student needs and implement linguistic accommodations on a daily basis
4. Establish a system of student evaluation within the guidelines prescribed in state law or adopted by the school district; continually evaluated and record various aspects of students' progress and report to parents as needed and required
5. Understand and plan lessons leading to subject area objectives and assume the responsibility for written lesson plans for bilingual Vietnamese substitutes

6. Identify student needs and collaborate with other professional staff members in assessing and helping students resolve health, attitude, and learning problems
7. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements

Student Growth and Development

8. Conduct ongoing assessment of student achievement through formal and informal testing
9. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal
10. Be a positive role model for students; support mission of school district

Classroom Management and Organization

11. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students
12. Establish and maintain efficient classroom management procedures and standards of student behavior in accordance with Student Code of Conduct and student handbook
13. Take all necessary and reasonable precautions to protect students, equipment, materials and facilities
14. Assist in selecting books, equipment, and other instructional materials
15. Participate in LPACs for bilingual Vietnamese students. Compile, maintain, and file all reports, records, and other documents required

Communication

16. Serve as campus Vietnamese liaison and share the responsibility of interpreting the educational programs to the community (through such activities as open house, PTA meetings, parent/teacher conferences, etc.)

Professional Growth and Development

17. Attend Professional Development specific to ELLs, other PDs to improve job-related skills
18. Comply with all state, district, and school regulations and policies for classroom teachers
19. Attend and participate in faculty meetings and serve on staff committees as required

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Work computer and peripherals; standard instructional equipment

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent Walking

Lifting: Regular light lifting and carrying (less than 15 pounds); may lift and move test books and classroom equipment

Environment: Work inside, may work outside; regular exposure to noise

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.