Sample Dual Language Immersion Teacher Job Descriptions
Date: May 21, 2015
To: Ben Johnson II, President and Members, Board of Education
From: Sid Salazar, Ed.D., Superintendent
Subject: Item 5.w.: Approve New Job Description– Dual Language Immersion Elementary Teacher

STAFF RECOMMENDATION: Board approval is requested for a new Dual Language Immersion Elementary Teacher job description.

BACKGROUND INFORMATION/CURRENT CONSIDERATION: Board approval is requested for a new job description entitled “Dual Language Immersion Elementary Teacher” to assist with the implementation of the Dual Language Immersion program.

REVIEW BY OTHERS: Cabinet

FISCAL IMPACT: None

ATTACHMENTS: Job Description – Dual Language Immersion Elementary Teacher

CONSENT ITEM
DUAL LANGUAGE IMMERSION ELEMENTARY TEACHER

**DEFINITION:** Under the direction of the site administrator, provide standards-based, culturally embedded instruction in the elementary classroom which meets district standards and assessments and leads to oral language proficiency and bi-literacy in Spanish and English.

**REPORTS TO:** School Principal

**LOCATION:** Terrace Elementary and Valley View Elementary Schools

**SALARY:** $48,617 minimum - $105,845 maximum, plus fully paid benefits for employee and family (Depending upon education and experience, up to 15 years credit in a K-12 setting may be granted). 185 work days.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

1. Guide the learning process toward the achievement of curriculum goals and—in harmony with the goals—establish clear objectives for all lessons, units, projects, and the like, to communicate these objectives to students. E
2. Plan lessons for daily instruction that derive from state standards, assessments and dual immersion curriculum. E
3. Assist in the development of curriculum for the dual immersion program. E
4. Provide educational experiences in the classroom that reflect the philosophy, goals and expectations of the dual immersion program. E
5. Conduct instruction effectively and proficiently in Spanish and English. E
6. Structure activities in the classroom to facilitate oral language production and comprehension. E
7. Use context clues, manipulatives, realia, visuals, and student-centered instruction to facilitate comprehension in the target language. E
8. Effectively differentiate both content and language learning to ensure that all students successfully meet program assessments and outcomes. E
9. Assess student progress in a formative manner in oral and written language development, literacy and numeracy; adjust instruction according to assessment results. E
10. Maintain and improve professional competence by participating in opportunities for professional development. E
11. Advocate for the high academic achievement and social development of all students. E
12. Collaborate with peers, administrators, and others, including dual language grade level partners/teams. E
13. Work effectively with a wide variety of students in a culturally diverse setting. E
14. Maintain effective working relationships with parents, students and community. E
15. Create a classroom environment that engages and supports all students in learning and is appropriate to the maturity and interests of students. E
16. Communicate with parents and school counselors on student progress. E
17. Engage parents and others as resources to enhance student learning. E
18. Identify student needs, and cooperate with other professional staff members in helping students solve health, attitude and learning problems. E

19. Other duties as assigned by the Principal. E

E = Essential Function

MINIMUM QUALIFICATIONS:

Knowledge Of:
- Second Language Acquisition theory and practice;
- District organization, operations, policies and objectives;
- Compliance requirements;
- Applicable laws, codes, regulations, policies and procedures;
- Interpersonal skills, using tact, patience and courtesy;
- Evaluation processes;
- Curriculum standards, objectives, pacing guides, assessments;
- Specific subject matter and curriculum;
- Child growth and development;
- Operation of a computer and instructional technology.

Ability To:
- Assure compliance with laws, codes and regulations;
- Communicate effectively both orally and in writing;
- Establish and maintain cooperative and effective working relationships with others;
- Meet schedules and timelines;
- Provide a positive climate conducive to attainment of high levels of performance by students;
- Plan and teach lessons using research-based instructional strategies and methodologies;
- Communicate with parents;
- Keep accurate and concise records;
- Monitor/recognize health, behavior and emotional needs of students;
- Use a variety of resources;
- Facilitate consensus;
- Motivate students to value and enjoy learning;
- Differentiate instruction to address the needs of all learners;
- Use effective instructional practices.

Experience and Education:
- Valid clear Ryan Multiple Subject or Standard Elementary teaching credential, including BCLAD certification or equivalent
- NCLB compliant
- Ability to teach grade level content in Spanish and English
- Native or native-like Spanish speaker

Personal Qualities:
- Self-motivated;
- Strong work ethic;
- Commitment to personal and professional growth;
- Accept responsibility for students’ achievement and success;
- Accepting of diversity – race, language, socio-economic status of students and their families, disabilities, etc.;
- Team player;
- Professional dress and demeanor.
WORKING CONDITIONS:

Environment:
- Classroom and outside work setting
- Subject to frequent interruptions and daily contact with staff, parents, and students

Physical Abilities:
- Hearing and speaking to exchange information and make presentations
- Visual ability to read, prepare/process documents and small figures and monitor a wide area
- Dexterity of hands and fingers to operate a computer keyboard
- Sitting, walking and standing for extended periods of time
- Occasional carrying, pushing, pulling or lifting up to 25 pounds
- Frequent bending at the waist and stooping
- Frequent reaching overhead, above the shoulders and horizontally
- Frequent movement of head, looking up and down and side to side

HAZARDS:
- Some exposure to toxic materials
- Occasional contact with distraught individuals

Board Approved:
EMPLOYMENT OPPORTUNITIES
MORENO VALLEY UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES: 25634 Alessandro Boulevard, Moreno Valley, California 92553
PHONE: (951) 571-7500, ext. 17575  WEB PAGE: www.mvusd.net

DUAL LANGUAGE IMMERSION ELEMENTARY TEACHER

Application Deadline:  May 5, 2015 (Re-Opened)
Salary Range:  $47,943 - $95,891 annually
Workdays:  184 days (2015-2016 SY)
School: Butterfield Elementary

DEFINITION:
Provide an educational program for elementary students in a Dual Language Immersion classroom. Teach skills, knowledge and courses in the required curricular area.

RESPONSIBILITIES
A. Provide students with direct instruction in the District grade-level core educational programs and content standards.
B. Instruct and assess students using State/District required teaching and assessment methods along with lesson plans and instructional materials.
C. Use a broad repertoire of teaching strategies and standards or teacher-prepared instructional aids for demonstration of concepts and curriculum.
D. Demonstrate proficiency in all language domains in English and Spanish.
E. Maintain communication with parents through a variety of means. Hold parent conferences when needed to specifically communicate individual pupil progress and behavior, intervention plans, possible retention, and/or school policies and practices.
F. Design and use multiple assessments aligned to standards to evaluate pupil’s academic and social learning. Keep appropriate records and prepare progress reports, report cards, and other official documents that may be required by the State/District to validate student progress towards meeting necessary grade-level standards.
G. Establish and implement a classroom discipline policy to articulate and maintain standards of expected pupil behavior to achieve an optimal learning environment in the Dual Language Immersion classroom, and/or outside of the classroom setting.
H. Develop/obtain and use instructional materials suitable for verbal or visual instruction of pupils with wide range of mental, physical, and emotional maturities and cultural backgrounds.
I. Organize and direct a Dual Language Immersion classroom which meets the individual needs of students learning two languages while implementing district and school instructional goals and objectives.
J. Work cooperatively with all staff and parents to coordinate effective language-rich learning environments.
K. Plan and coordinate the use of volunteers, aides, teacher assistants, and other paraprofessionals when appropriate.
L. Participate in staff development workshops for: a) Dual Language Immersion, b) implementing District-adopted core and intervention programs, c) using technology directly with instruction, d) administering and analyzing the required State/District assessments for students.
M. Perform other related duties as assigned.

QUALIFICATIONS:
KNOWLEDGE/SKILLS/ABILITIES:
Principles, methods, strategies, goals, and objectives of a public school K-12 Dual Language Immersion educational program. State and District curricula frameworks, techniques in assessing students. Age appropriate student activity programs and characteristics. Policies and procedures in relationship to age appropriate disciplines, guidance, and supervision. Effective Dual Language Immersion lesson design. Work independently and or in a team setting. Communicate effectively and efficiently with students, staff, parents and community. Utilize technology effectively for written, assessment, and instructional purposes.

EXPERIENCE/EDUCATION:
A major or minor in the educational area of instruction. Prior teaching experience or background in individualized programs specific to the position. Experience in curriculum development specific to the position. Experience teaching lower level grades in an Elementary setting.

CREDENTIAL REQUIREMENT:
A valid California Credential authorizing instruction in elementary education. Must also possess a BCC/BCLAD authorization.
JOB TITLE:
Elementary Dual Language Immersion Classroom Teacher – Grades K-6

GENERAL SUMMARY:
Under the immediate direction of the Building Principal, is responsible for the academic, social and psychological growth of students in the classroom. Collaborates with school personnel, parents and community agencies to provide quality instructional programs and to perform other duties directly related to this position description.

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

General:
Teaches reading, language arts, social studies, mathematics, science, art, health, physical education, and music and other appropriate learning activities to pupils in a classroom, utilizing course of study adopted by the Governing Board.

Instructs pupils in citizenship, basic communication skills, and other general elements of the course of study specified in state law, administrative regulations, procedures and the Mission Statement of the School District.

Teaches elementary content in two languages and integrate the teaching of content area.

Has fluency in target language required (both written and spoken).

Collaborates in the development, articulation, implementation, and stewardship of a specific language and culture elementary program.

Understands the core purposes of the dual immersion program and research behind the program’s effectiveness.

Works cooperatively with students and their parents who are culturally, racially and linguistically diverse.

Is familiar with or is willing to acquire knowledge of language immersion models and curriculum.

Provides planned learning experiences in order to motivate pupils and best utilize the available time for instruction.

Assesses student test performance results and develops lesson plans and instructional materials for the class including individualized and small group instruction as necessary in order to adapt the curriculum performance standards to the needs of each pupil.

Establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.

Evaluates academic and social growth of pupils, keep appropriate records, prepares progress reports, and communicates with parents on the individual pupil’s progress.
Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude and learning problems.

Creates with assistance from students, a functional and attractive environment for learning through such things as displays, bulletin boards and interest centers.

Maintains professional competence through participation in in-service education activities provided by the District and/or self-selected professional growth activities.

Administers examinations as mandated by the Board of Trustees and the state.

Performs basic attendance accounting and business services as required.

**Additional Related Duties/Responsibilities:**

Selects and requisitions books, instructional aids, and instructional supplies; maintains required inventory records.

Ensures a comfortable room environment through control of heating, lighting and ventilation to the extent possible.

Supervises pupils on recess, bus, and before and after school duty and in out-of-classroom activities during the assigned working day.

Administers group standardized tests in accordance with District testing program;

Participates in curriculum development programs within the school of assignment and/or on a District level.

Participates in retention/promotion discussions. Acquires knowledge of high school exit examination.

Participates in grade level team meetings within the school and District. Provides vertical and horizontal grade level.

Shares in sponsorship of student activities and participates on faculty committees.

May plan and coordinate the work of aides, teacher assistants and other paraprofessionals.

Participates with other professional staff members in the social hygiene education programs as assigned.

**Working Conditions:**

Ability to work at a desk, conference table or in meetings of various configurations.

Ability to stand and circulate for extended periods of time.

Ability to see for purposes of reading laws and codes, rules and policies, and other printed matter and observing students.

Ability to hear and understand speech at normal levels.

Adopted: 04/24/2012
Ability to communicate so others will be able to clearly understand normal conversation.

Ability to bend and twist, stoop, kneel, run and crawl. Ability to reach in all directions.

Ability to lift up to 25 pounds.

Ability to carry up to 25 pounds.

Moderate to high stress level.

**Environmental Conditions:**

Work is predominantly in classroom, school environment.

Temperature – normal climate, may experience short intervals of extreme weather.

**Job Particulars**

Tools/equipment/work aids – All body fluids shall be handled as if infectious. Disposable latex gloves are to be worn. After each use, gloves are disposed of in a lined waste container.

**Contacts:**

Daily contact with students, teachers and school staff.

Regular/occasional contact with parents, community members and outside agency personnel.

**Occupational Certificates/Licenses:**

Holds an Elementary California Teaching Credential

Holds a BCLAD, or equivalent, in the target language

First Aid and CPR certification.

**Employment Standards:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.
Dual Immersion Teacher/Bilingual Teacher

School Profile:
N.E.W. Academy Canoga Park is a TK-5 independent charter school, which emphasizes art and science. One of the school’s four core values, Doing Extra Makes a Difference, is seen throughout the year through efforts of the teachers and the parents to create a more meaningful experience for all Dolphins. Teachers go out of their way to assist students and have created optional clubs to add an extra layer of fun to NACP. Clubs include Run Club, Yoga Club, Violin Club, Chess Club, the Dancing Dolphins Club, Drama Club, Fourth and Fifth Grade Reading Club, and Photography Club.

Definition:
Under the supervision of the School Principal; the Dual Immersion Teacher provides instruction and services for those pupils in the Dual Immersion classroom. Instructional delivery in Spanish will be 70% of the day and English instruction for 30%. Percentage in Spanish gets reduced 10% as the students go up in grade level. Candidates should have a strong background in planning standards based lessons in all content areas including Spanish Language Arts, and deliver lessons with effective classroom management skills. Teachers will assist with the planning and development of the dual immersion program to include curriculum development and community outreach. The ideal candidate will be fluent and bi-literate in Spanish and English, have experience working in a Dual Immersion setting, as well as a high population of English language learners, and will have extensive expertise in providing differentiated instruction for high achieving and at-risk students, including targeted intervention based on ongoing data analysis. We are seeking teachers with a constructivist teaching methodology. Individuals whose pedagogy is focused on arts’ integration, student driven instruction, and project-based learning, are strongly encouraged to apply.

Essential Duties:
• Provides direct instruction in the academic areas on a one-to-one, small group, or whole group.
• Provides a positive learning environment that stimulates student learning and maintenance of skills.
• Supports the policies and programs of the LAUSD/NEW Academy district and perform assigned duties consistent with school, District and Special Education policies, regulations and procedures.
• Evaluates and reviews pupils’ academic and social progress.
• Applies effective classroom management techniques.
• Utilizes evaluation data for the modification of instruction and curriculum.
• Maintains professional competency by actively participating in training activities and other similar opportunities provided to staff.
• Attends regular and special staff meetings and actively participates as a member of the educational team.

Other duties:
• Carry out mission, vision, and values established by NEW Academy Canoga Park and board of directors.
• Participate in the overall agency accreditation/continuous quality improvement processes.
• Performs other duties as assigned by supervisor.

Education/Experience:
• Possess valid Multiple Subject Teaching credential
• Must possess knowledge of Spanish language literacy instruction and content area standards
• BCLAD Certification in Spanish
• Bilingual (English/Spanish)

Special Requirements:
• Fingerprinting from the Department of Justice via live scan required
• Proof and clearance of TB test (current within one year) required
• Bilingual Preferred

Salary Rate: Contracted position; salary depends on education and experience
**Status:** Exempt/Full-time  

**Location:** 21425 Cohasset Street, Canoga Park, CA 91303  

**Benefits:** NEW Academy offers an excellent benefit package, which includes full health, dental and life insurance, sick days, and a retirement plan.

*Position is open until this announcement no longer shows on our website. N.E.W. Academy Canoga Park is an equal opportunity employer*

Please send resume to:  
Elizabeth Esqueda  
esqueda@nacpdolphins.org
Dual Immersion Elementary Teacher – Spanish Language
Certificated Job Description

**Salary:** Placement on teacher salary schedule based on experience and units beyond BA or BS degree.

**Work Months:** 10 months

**Overview:**
The Pasadena Unified School District Spanish Immersion Program is a very special and a recognized learning opportunity offered to English and Spanish-speaking students. English and Spanish-speaking students elect to enter the program and receive most of their instruction in Spanish. The program is designed to provide opportunities for elementary students to gain comprehensive skills in speaking, writing & reading in Spanish, as well as to enhance the students' bicultural understanding.

**Qualifications:**
1. Fluency in Spanish
2. Must be an excellent language model in both Spanish and English
3. Possess a valid California multiple subject or standard elementary teaching credential.

The successful teacher candidate will have a valid California multiple subjects credential, will be NCLB compliant and English Language Learner certified with a BCLAD - Spanish certificate or equivalent preferred at the time of hire.

**In addition, the successful teacher candidate:**
- Will be fluent in Spanish reading, writing and speaking;
- Will have an understanding of culture and history of Spanish-speaking peoples and countries;
- Will be willing to teach in a full day class setting;
- Will be willing to assist with the planning and development of the dual immersion program beyond the 2014-2015 school year (to include curriculum development and community outreach);
- Will be willing to collaborate with colleagues to improve teaching and learning;
- Will involve parents and community members in student learning;
- Will have knowledge of early childhood education.
TEACHER – DUAL IMMERSION/SPANISH

PRIMARY FUNCTION:
The position of Teacher – Dual Immersion/ Spanish, under supervision of the Principal, will provide a planned instructional program in the target language of Spanish for elementary students following curriculum specified by District regulations; will team-teach with a CLAD certified teacher provide learning experiences in the dual language immersion program; will encourage maximum student growth using appropriate instructional materials; attend and participate in faculty meetings and other staff development to maintain professional competence; promote and maintain a safe, healthy and clean classroom environment that is conducive to student growth and responsibility; promote and maintain positive communication between students, parents and the Principal.

DIRECTLY RESPONSIBLE TO: Site Administrator

ASSIGNED RESPONSIBILITIES:
1. Organize, supervise, implement, and evaluate all instructional programs and activities within the assigned Dual Immersion classroom in accordance to District-wide and School-wide policies and guidelines.

2. Establish high learning objectives, goals, and expectations for every student.

3. Plan, develop and implement lesson plans for Spanish instruction of assigned core content areas; use relevant instructional materials to promote Spanish instruction.

4. Provide individualized and/or group instruction in order to adapt the curriculum to the Spanish language needs of students with varying abilities, attitudes, and cultural backgrounds.

5. Instruct students using instructional strategies appropriate to the grade level and Spanish language development of the students.

6. Implement the District and School guidelines, policies and goals.

7. Provide instruction to students with special needs in accordance with IEP, using support services as appropriate, and participate in IEP meetings as appropriate.

8. Evaluate student progress, keep appropriate records, prepare progress reports, and
effectively communicate student progress with students and parents in Spanish.

9. Administer, proctor, secure and submit State, District, and School standardized assessments following State, District, and School policies and regulations.

10. Provide a classroom climate and learning experience that will positively develop the emotional, physical, social, and mental development of the student, as well as the operational and programmatic needs of the Dual Immersion program.

11. Maintain proper control and discipline in a positive manner by establishing a good rapport with and between students and others involved in the learning processes and in accordance with District policies and procedures.

12. Demonstrate sensitivity to various family and cultural patterns in planning classroom activities.

13. Maintain an attractive room environment and maintain high standards of classroom neatness as well as care for furniture, books, supplies, and other classroom equipment that promote the operational and programmatic needs of the Dual Immersion program.

14. Work cooperatively with District staff, support personnel, local school staff, and parents to coordinate effective learning activities for students.

15. Plan and coordinate the use of volunteers, aides, teacher assistants, and other paraprofessionals when appropriate.

16. Supervise students in out of classroom activities during assigned work time, and assume responsibility for maintaining behavior standards school wide.

17. Participate in professional growth activities such as classes, workshops, conferences, school and District curriculum committees, and school community activities (for example advisory committees, PTA, youth organizations, etc.).

18. Ensure that students are not left in the classroom at any time without teacher supervision.

19. Recommend the purchase, order, inventory, and maintain instructional materials, supplies and technology that promote the operational and programmatic needs of the Dual Immersion program.

20. Adhere to all district health and safety policies.

21. Perform other related duties as assigned.
ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- **Knowledge of:**
  
  a. Current principles, theories, practices, methods and techniques used in curriculum development, lesson planning and classroom instruction for Dual Immersion programs, as well as first and secondary language development.

  b. Curriculum expectations for subject(s) being taught.

  c. Principles, theories, practices, methods and techniques to create a classroom environment that promotes positive student conduct and motivation for student learning.

  d. Child guidance principles and practices.

  e. Applicable sections of the State Education Code, District Policies and other applicable laws

  f. Current trends and research concerning the growth and development of children enrolled in Dual Immersion programs.

  g. Federal, State and District standardized assessment requirements.

- **Ability to:**

  a. Fluently speak, read, write and instruct academic content in Spanish.

  b. Effectively team-teach, regularly collaborate and maintain positive working relationship with the Dual Immersion co-teacher.

  c. Adapt plans and instructional delivery to meet the differentiated Spanish language needs of students.

  d. Work independently with little direction.

  e. Create an instructional program and a class environment favorable to learning and personal growth in Dual Immersion programs.

  f. Monitor students in classrooms, on school grounds and off-campus for school related activities.

  g. Maintain professional and positive relationships with students, parents, colleagues and administration.

  h. Work in a diverse socio-economic and multicultural community.
i. Operate a computer and job related equipment.

j. Read, interpret, apply, and explain rules, regulations, policies, and procedures in both English and Spanish.

k. Maintain current knowledge of applicable curriculum and school instruction related regulations.

l. Establish and maintain a variety of accurate record keeping and filing systems.

m. Communicate effectively both orally and in writing in English and Spanish.

n. Maintain consistent, punctual and regular attendance.

- Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical, mental and environmental requirements (reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions):

  **Physical:**
  
  a. Ability to push, pull, and transport instructional and/or presentation materials.
  
  b. Ability to communicate so others will be able to clearly understand a normal conversation.
  
  c. Ability to understand speech at normal levels.
  
  d. Ability to bend, twist, stoop and reach.
  
  e. Ability to drive a personal vehicle to conduct business.

  **Mental:**
  
  a. Ability to organize and coordinate schedules
  
  b. Ability to analyze and interpret data
  
  c. Problem solving
  
  d. Ability to communicate with the public
  
  e. Ability to read, analyze and interpret printed matter and computer screens
f. Ability to create written communication so others will be able to clearly understand the written communication

g. Ability to communicate so others will be able to clearly understand a normal conversation.

h. Ability to understand speech at normal levels.

• **Environment:**
  
a. Indoor – frequently

b. Outdoor – occasionally

c. Ability to work at a desk and in meetings of various configurations.

**EDUCATION AND EXPERIENCE:**

• Bachelor’s Degree or higher

• Successful completion of student teaching at a recognized college or university, or two years of regular full time elementary experience

**CERTIFICATION REQUIREMENT:**

• Valid California teaching credential (multiple subject authorization)

• BCC/BCLAD Certification

• Must possess a valid California driver’s license.

**OVERTIME STATUS:**

Eligible

**BARGAINING UNIT STATUS:**

Palm Springs Teachers Association

**TERMS OF EMPLOYMENT:**

Salary and work year governed by the Collective Bargaining Agreement with the Palm Springs Teachers Association.
EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Collective Bargaining Agreement with the Palm Springs Teachers Association and the Palm Springs Unified School District and the Board Policy on Evaluation of Certificated Personnel.

Regulation
Approved: 04/28/2015
TEACHER – DUAL IMMERSION/ENGLISH

PRIMARY FUNCTION:

The position of Teacher – Dual Immersion/English, under supervision of the Principal, will provide a planned instructional program in the target language of English for elementary students following curriculum specified by District regulations; will team-teach with a BCC/BCLAD certified teacher provide learning experiences in the dual language immersion program; will encourage maximum student growth using appropriate instructional materials; attend and participate in faculty meetings and other staff development to maintain professional competence; promote and maintain a safe, healthy and clean classroom environment that is conducive to student growth and responsibility; promote and maintain positive communication between students, parents and the Principal.

DIRECTLY RESPONSIBLE TO: Site Administrator

ASSIGNED RESPONSIBILITIES:

1. Organize, supervise, implement, and evaluate all instructional programs and activities within the assigned Dual Immersion classroom in accordance to District-wide and School-wide policies and guidelines.

2. Establish high learning objectives, goals, and expectations for every student.

3. Plan, develop and implement lesson plans for English instruction of assigned core content areas; use relevant instructional materials to promote English instruction.

4. Provide individualized and/or group instruction in order to adapt the curriculum to the English language needs of students with varying abilities, attitudes, and cultural backgrounds.

5. Instruct students using instructional strategies appropriate to the grade level and English language development of the students.

6. Implement the District and School guidelines, policies and goals.

7. Provide instruction to students with special needs in accordance with IEP, using support services as appropriate, and participate in IEP meetings as appropriate.

8. Evaluate student progress, keep appropriate records, prepare progress reports, and
effectively communicate student progress with students and parents in English.

9. Administer, proctor, secure and submit State, District, and School standardized assessments following State, District, and School policies and regulations.

10. Provide a classroom climate and learning experience that will positively develop the emotional, physical, social, and mental development of the student, as well as the operational and programmatic needs of the Dual Immersion program.

11. Maintain proper control and discipline in a positive manner by establishing a good rapport with and between students and others involved in the learning processes and in accordance with District policies and procedures.

12. Demonstrate sensitivity to various family and cultural patterns in planning classroom activities.

13. Maintain an attractive room environment and maintain high standards of classroom neatness as well as care for furniture, books, supplies, and other classroom equipment that promote the operational and programmatic needs of the Dual Immersion program.

14. Work cooperatively with District staff, support personnel, local school staff, and parents to coordinate effective learning activities for students.

15. Plan and coordinate the use of volunteers, aides, teacher assistants, and other paraprofessionals when appropriate.

16. Supervise students in out of classroom activities during assigned work time, and assume responsibility for maintaining behavior standards school wide.

17. Participate in professional growth activities such as classes, workshops, conferences, school and District curriculum committees, and school community activities (for example advisory committees, PTA, youth organizations, etc.).

18. Ensure that students are not left in the classroom at any time without teacher supervision.

19. Recommend the purchase, order, inventory, and maintain instructional materials, supplies and technology that promote the operational and programmatic needs of the Dual Immersion program.

20. Adhere to all district health and safety policies.

21. Perform other related duties as assigned.
ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- **Knowledge of:**
  
a. Current principles, theories, practices, methods and techniques used in curriculum development, lesson planning and classroom instruction for Dual Immersion programs, as well as first and secondary language development.

b. Curriculum expectations for subject(s) being taught.

c. Principles, theories, practices, methods and techniques to create a classroom environment that promotes positive student conduct and motivation for student learning.

d. Child guidance principles and practices.

e. Applicable sections of the State Education Code, District Policies and other applicable laws

f. Current trends and research concerning the growth and development of children enrolled in Dual Immersion programs.

g. Federal, State and District standardized assessment requirements.

- **Ability to:**

a. Fluently speak, read, write and instruct academic content in English.

b. Effectively team-teach, regularly collaborate and maintain positive working relationship with the Dual Immersion co-teacher.

c. Adapt plans and instructional delivery to meet the differentiated English language needs of students.

d. Work independently with little direction.

e. Create an instructional program and a class environment favorable to learning and personal growth in Dual Immersion programs.

f. Monitor students in classrooms, on school grounds and off-campus for school related activities.

g. Maintain professional and positive relationships with students, parents, colleagues and administration.

h. Work in a diverse socio-economic and multicultural community.
i. Operate a computer and job related equipment.

j. Read, interpret, apply, and explain rules, regulations, policies, and procedures in both English and English.

k. Maintain current knowledge of applicable curriculum and school instruction related regulations.

l. Establish and maintain a variety of accurate record keeping and filing systems.

m. Communicate effectively both orally and in writing English.

n. Maintain consistent, punctual and regular attendance.

- Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical, mental and environmental requirements (reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions):
  
  **Physical:**
  
  a. Ability to push, pull, and transport instructional and/or presentation materials.

  b. Ability to communicate so others will be able to clearly understand a normal conversation.

  c. Ability to understand speech at normal levels.

  d. Ability to bend, twist, stoop and reach.

  e. Ability to drive a personal vehicle to conduct business.

  **Mental:**
  
  a. Ability to organize and coordinate schedules

  b. Ability to analyze and interpret data

  c. Problem solving

  d. Ability to communicate with the public

  e. Ability to read, analyze and interpret printed matter and computer screens
f. Ability to create written communication so others will be able to clearly understand the written communication

g. Ability to communicate so others will be able to clearly understand a normal conversation.

h. Ability to understand speech at normal levels.

- **Environment:**
  a. Indoor – frequently
  b. Outdoor – occasionally
  c. Ability to work at a desk and in meetings of various configurations.

**EDUCATION AND EXPERIENCE:**
- Bachelor’s Degree or higher
- Successful completion of student teaching at a recognized college or university, or two years of regular full time elementary experience

**CERTIFICATION REQUIREMENT:**
- Valid California teaching credential (multiple subject authorization)
- CLAD Certification
- Must possess a valid California driver’s license.

**OVERTIME STATUS:** Eligible

**BARGAINING UNIT STATUS:** Palm Springs Teachers Association

**TERMS OF EMPLOYMENT:** Salary and work year governed by the Collective Bargaining Agreement with the Palm Springs Teachers Association.
EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Collective Bargaining Agreement with the Palm Springs Teachers Association and the Palm Springs Unified School District and the Board Policy on Evaluation of Certificated Personnel.

Regulation
Approved: 04/28/2015
DENAIR UNIFIED SCHOOL DISTRICT

POSİTİON DESCRIPTION

Position: Elementary Dual Language Immersion Classroom Teacher – Grades K-6
FLSA: Non-exempt

Department/Site: Elementary / Middle Schools
Salary Schedule: Certificated

Reports to/Evaluated by: Site Principal

SUMMARY
Under the immediate direction of the Building Principal, is responsible for the academic, social and psychological growth of students in the classroom. Collaborates with school personnel, parents and community agencies to provide quality instructional programs and to perform other duties directly related to this position description.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Teaches reading, language arts, social studies, mathematics, science, art, health, physical education, and music and other appropriate learning activities to pupils in a classroom, utilizing course of study adopted by the Governing Board.
- Instructs pupils in citizenship, basic communication skills, and other general elements of the course of study specified in state law, administrative regulations, procedures and the Mission Statement of the School District.
- Teaches elementary content in two languages and integrate the teaching of content area. Has fluency in target language required (both written and spoken).
- Collaborates in the development, articulation, implementation, and stewardship of a specific language and culture elementary program.
- Understands the core purposes of the dual immersion program and research behind the program’s effectiveness.
- Works cooperatively with students and their parents who are culturally, racially and linguistically diverse. Is familiar with or is willing to acquire knowledge of language immersion models and curriculum.
- Provides planned learning experiences in order to motivate pupils and best utilize the available time for instruction.
- Assesses student test performance results and develops lesson plans and instructional materials for the class including individualized and small group instruction as necessary in order to adapt the curriculum performance standards to the needs of each pupil.
- Establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
- Evaluates academic and social growth of pupils, keep appropriate records, prepares progress reports, and communicates with parents on the individual pupil’s progress.
- Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude and learning problems.
- Creates, with assistance from students, a functional and attractive environment for learning through such things as displays, bulletin boards and interest centers.
- Maintains professional competence through participation in in-service education activities provided by the District and/or self-selected professional growth activities.

Elementary Dual Language Immersion Classroom Teacher
Board Approved: pending approval
• Administers examinations as mandated by the Board of Trustees and the state. Performs basic attendance accounting and business services as required.

**ADDITIONAL RELATED DUTIES/RESPONSIBILITIES**

• Supervises pupils on recess, bus, and before and after school duty and in out-of-classroom activities during the assigned working day.
• Administers group standardized tests in accordance with District testing program;
• Participates in curriculum development programs within the school of assignment and/or on a District level.
• Participates in retention/promotion discussions. Acquires knowledge of high school exit examination.
• Participates in grade level team meetings within the school and District. Provides vertical and horizontal grade level.
• Shares in sponsorship of student activities and participates on faculty committees.
• May plan and coordinate the work of aides, teacher assistants and other paraprofessionals.
• Participates with other professional staff members in the social hygiene education programs as assigned.

**WORKING CONDITIONS:**

• Ability to work at a desk, conference table or in meetings of various configurations. Ability to stand and circulate for extended periods of time.
• Ability to see for purposes of reading laws and codes, rules and policies, and other printed matter and observing students.
• Ability to hear and understand speech at normal levels.
• Ability to communicate so others will be able to clearly understand normal conversation. Ability to bend and twist, stoop, kneel, run and crawl. Ability to reach in all directions.
• Ability to lift up to 25 pounds. Ability to carry up to 25 pounds. Moderate to high stress level.

**ENVIRONMENTAL CONDITIONS:**

• Work is predominantly in classroom, school environment.
• Temperature – normal climate, may experience short intervals of extreme weather.

**JOB PARTICULARS:**

• Tools/equipment/work aids – All body fluids shall be handled as if infectious. Disposable latex gloves are to be worn. After each use, gloves are disposed of in a lined waste container.

**CONTACTS:**

• Daily contact with students, teachers and school staff.
• Regular/occasional contact with parents, community members and outside agency personnel.

**OCCUPATIONAL CERTIFICATES/LICENSES:**

• Holds an Elementary California Teaching Credential
• Holds a BCLAD, or equivalent, in the target language
• First Aid and CPR certification, recommended.

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.
JOB TITLE: TEACHER - ELEMENTARY DUAL LANGUAGE IMMERSION

Job Purpose Statement/s: Under the immediate direction of the Site Principal, the teacher is responsible for the academic, social and psychological growth of students in the classroom. Collaborates with school personnel, parents and community agencies to provide quality instructional programs and to perform other duties directly related to this position description.

Essential Job Functions:

- Teaches core content subjects, including but not limited to reading, language arts, social studies, mathematics, science, art, health, physical education, music and other appropriate learning activities to students in a classroom, utilizing course of study adopted by the Governing Board
- Instructs students in citizenship, communication skills, and other general elements of the course of study specified in state law, administrative regulations, procedures and the Mission Statement of the School District
- Teaches elementary content in two languages, integrates the teaching of content areas and translates curriculum and materials as needed
- Models oral fluency and literacy in English and target language required (reads, writes, and speaks).
- Understands the core purposes of the dual immersion program and research behind the program's effectiveness
- Works collaboratively with students and their parents who are culturally, racially and linguistically diverse
- Is familiar with or is willing to acquire knowledge of language immersion models and curriculum
- Provides planned learning experiences in order to motivate students and best utilize the available time for instruction
- Integrates technology in the instructional program
- Assesses student test performance results and develops lesson plans and instructional materials for the class including individualized and small group instruction as necessary in order to adapt the curriculum performance standards to the needs of each student
- Establishes and maintains standards of students’ behavior needed to achieve a functional learning atmosphere in the classroom
- Evaluates academic and social growth of students, keep appropriate records, prepares progress reports, and communicates with parents on the individual students’ progress
- Creates a functional and attractive environment for learning through such things as displays, bulletin boards and interest centers
- Maintains professional competence through participation in in-service education activities provided by the District and/or self-selected professional growth activities
- Selects and requisitions books, instructional aids, and instructional supplies: maintains required inventory records.
- Supervises students during the assigned working day
JOB TITLE: TEACHER - ELEMENTARY DUAL LANGUAGE IMMERSION

Job Requirements – 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 Experience Requirements:

• Must possess a valid California teaching credential and qualifications appropriate to the specific assignment
• Three years of successful classroom teaching experience is desirable
• Master’s Degree in Education or related field preferred
• Must have experience with diverse student and community populations
• Must have experience in and understanding of second language acquisition theory and teaching and learning in multilingual settings

Knowledge and Abilities:

KNOWLEDGE OF:

• Principles, theories, practices, methods, and techniques used in curriculum and classroom instruction
• Classroom procedures which promote appropriate student conduct and motivation for student learning
• Current trends and research concerning the growth and development of children.

ABILITY TO:

• Adapt plans to meet different needs, learning rates, and instruction levels of students
• Create an instructional program and a classroom environment favorable to learning and personal growth
• Establish effective rapport with students
• Motivate students to develop skills, attitudes, and knowledge needed to provide a solid foundation for elementary education, in accordance with each student’s ability
• Display the use of good judgement in making decisions
• Maintain professional relationships with students, parents, colleagues, and supervising staff members
• Exchange information and make presentations
• Stand, sit and circulate for extended periods of time
• Communicate effectively with students, parents, and colleagues
JOB TITLE: TEACHER - ELEMENTARY DUAL LANGUAGE IMMERSION

Working Conditions:

ENVIRONMENT:
The work environment characteristics 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.

- In/Out of classroom/school environment
- Office environment
- Subject to driving to off-site locations to conduct work

The noise in these environments is quiet to loud depending upon the activity in the particular part of the day.

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.

- Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting and standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies, and ability to lift/carry up to 25 pounds

Licenses, Certifications, Bonding, and/or Testing Requirements:

- Criminal Justice Fingerprint Clearance
- Valid California Driver’s License
- Tuberculosis Clearance
- Holds a BCLAD, or equivalent in the target language
- Pass an oral, written and reading assessment in English and targeted second language
- First Aid and CPR certification

Reports to: School Site Principal

Work Year: 183 Days

Salary Placement: Appropriate placement on the Certificated Salary Schedule

Evaluation: Performance of this position will be evaluated in accordance with the provisions of the Board’s Policy on Evaluation of Certificated Teachers.

Board Approved: Pending Board approval
Memorandum of Understanding

between the

Moreno Valley Unified School District

and the

Moreno Valley Educators Association

April 8, 2013

The Moreno Valley Unified School District (District) and the Moreno Valley Educators Association (Association) agree that Dual Language Immersion (DLI) teachers shall be compensated at their daily rate of pay for additional work associated with primary language services. The Dual Language Immersion teachers are required to possess a BCC/BCLAD and will be compensated for up to ten (10) days’ pay per school year for performing additional work associated with primary language services.

DLI teachers new to the program shall be apprised of mandated professional development prior to accepting the position. DLI teachers attending mandated professional development outside the professional working hours as defined by Article X – Hours and Assignments shall be compensated at the hourly rate of pay for all such professional development.

Class size shall conform to the self-contained bilingual size of 28 pursuant to Article XIII – Class Size, Section 2.

Robert Verdi, Ed.D.
Assistant Superintendent
Human Resources

Harold Acord
President
Moreno Valley Educators Association

Date 4/8/2013

Date 4/8/2013
• What is the difference, if any, between the CCSS ELA and the CCSS en español?

• Describe classroom management techniques and/or routines you would utilize on a daily basis to maximize student learning in a Dual Immersion setting.

• How do you motivate parents of both your English Learners and Spanish Learners to become involved in the classroom and in their child’s education, especially if they don’t speak both Spanish and English?

• Please share with us an example of when you adapted your teaching methods or instructional materials to meet your English Learners’ and Spanish Learners’ varying needs and interests in a Dual Immersion setting.

• How would you provide differentiated instruction for either an English Learner or a Spanish Learner in your classroom?

• Other than tests and quizzes, what ways do you use to assess and evaluate students in the core content areas? In their target language (whether it be English or Spanish)?

• Scenario: Assume a parent is very upset and criticizing you for the workload, which is too difficult for her daughter, especially because it’s in the student’s target language, which the parent does not speak/read/write. How would you handle this situation?

• What strengths do you have that would assist you in being a successful Dual Immersion teacher?