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.