



Position Title: Spanish & English Language Development (ELD) Teacher

Job Summary

Spanish Teacher: Plan, organize, and implement an appropriate instructional program in a grade 1-12 Spanish program that guides and encourages students to develop and fulfill their academic potential.

English Language Development (ELD) Teacher: Serve as a specialist for students who are learning English as a second language. The ELD teacher works in a supportive mainstream program designed to provide direct English language development instruction in the classroom, small groups and/or individual student settings based upon student needs. The ELD teacher will assist general education classroom teachers with the development of appropriate strategies to meet the unique needs of English learners. The ELD teacher will follow the regulations associated with the Transitional Bilingual Instructional Program of the state of Washington.

Essential Duties and Responsibilities

Essential duties of this position include the following. Other duties may be assigned.

1. Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning.
2. Develop schemes of work, lesson plans and tests that are in accordance with established procedures.
3. Instruct and monitor students in the use of learning materials and equipment.
4. Use relevant technology to support and differentiate instruction.
5. Manage student behavior in the classroom by establishing and enforcing rules and procedures.
6. Maintain discipline in accordance with the rules and disciplinary systems of the school.
7. Provide appropriate feedback on work.
8. Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
9. Maintain accurate and complete records of students' progress and development.
10. Update all necessary records accurately and completely as required by laws, district policies and school regulations.
11. Prepare required reports on students and activities.
12. Participate in department, school, district and parent meetings.
13. Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
14. Establish and communicate clear objectives for all learning activities.
15. Prepare the classroom for class activities.
16. Provide a variety of learning materials and resources for use in educational activities.

17. Observe and evaluate student's performance and development.
18. Assign and grade class work, homework, tests and assignments.
19. Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.
20. Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
21. Participate in appropriate professional activities.
22. Establish and maintain cooperative and effective working relationships with others.
23. Communicate effectively orally and in writing.
24. Must have the ability to report to work on a regular and punctual basis.
25. Perform all other related work delegated or required to accomplish the objectives of the total school program.
26. Implement relevant technology.
27. Meet professional teacher education requirements of school, district and state.
28. Administer required language proficiency and academic achievement tests for determining placement for students in grades K-12, along with ongoing monitoring of student progress.
29. Maintain a database of ELD and ELD-eligible students.
30. Work with classroom teachers to support differentiated instruction.
31. Monitor instruction for the K-12 ELD students and coach K-12 staff.
32. Establish and maintain communication with parents of students in the program.
33. Provide in-service and staff development activities as assigned.
34. Perform other related duties as assigned.

Education, Experience & Certification Requirement

Possess valid Washington State Teaching Certificate

Teachers with the following endorsements may be funded with TBIP funds:

- English Language Learner
- Bilingual Education
- Previously issued Washington endorsements that are titled, "English as a Second Language (Primary, Secondary, or Support)"
- An equivalent endorsement with a new name, provided that the equivalent endorsement aligns with other ELL or BE endorsements in the Certification Office's Migration Chart.

Reporting Relationship

The Spanish & ELD teacher reports directly to the Principal of Trout Lake.