SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

8/90	TEACHER, BILINGUAL RESOURCE, ADULT LITERACY	1.7.4.4
Effective Date	Job Title	Index

1. Primary Function: Coordinates the development and implementation of the Bilingual Parent Involvement Through Family Literacy project.

2. Responsible to: Coordinator, Bilingual Program.

3. Assigned Responsibilities:

   3.01 Assists in defining objectives, planning curriculum, developing instructional materials, and evaluation for the grant.
   3.02 Plans and implements project activities.
   3.03 Ensures an effective learning environment that is supplied with all the materials, equipment, and supplies necessary for the implementation of the grant's instructional component.
   3.04 Coordinates activities between the bilingual program and project.
   3.05 Coordinates staff development activities for project teachers and instructional assistants.
   3.06 Participates in professional growth activities.
   3.07 Provides at least weekly consultations and visitations to parents and instructional assistants involved in grant activities.
   3.08 Assumes other responsibilities as assigned by immediate supervisor.
   3.09 Assists the coordinator of the bilingual program in the dissemination of information relative to bilingual education to educators, community groups, and parents.
   3.10 Follows specific standards, policies, and procedures of the building and District.

4. Minimum Qualifications:

   4.01 Valid Oregon Teaching Certificate.
   4.02 Two years successful teaching experience in a bilingual/ESL setting.
   4.03 Experience in working with parents and parent groups.
   4.04 Education and/or experience in adult literacy for limited-English proficient learners.
   4.05 Knowledge of second language teaching methodologies and literacy development instruction.
   4.06 Demonstrated ability in developing and delivering staff training.
   4.07 Administrative support experience, preferably in an ESL/bilingual program.

5. Minimum Term of Employment: Teacher contract plus ten days.

6. Salary Level: Placement on the Teacher Salary Schedule.

7. Evaluation: Performance of this job will be evaluated in accordance with provisions of the School Board's policy on Evaluation of Professional Personnel.

Approved by:_____ Date_____
(supervisor)

Received by:_____ Date_____
(staff member)