

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

8/90  Effective Date	<u>TEACHER, BILINGUAL RESOURCE, PRE-PRIMARY</u>  Job Title	1.7.4.3  Index
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1. Primary Function: Is responsible for the education of pre-primary limited-English-proficient children, the training of their parents, and the training and utilization of bilingual instructional assistants in accordance with the Title VII grant's goals and objectives.
  
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 Sets educational goals for each child's development and evaluates her/his progress through behavioral anecdotes, child development assessment instruments and other evaluation records as defined by the grant.
  - 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 Participates in the parent education component.
  - 3.05 Contributes to preservice and inservice training for 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 Elementary Teaching Certificate.
  - 4.02 Two years successful teaching experience in a bilingual classroom.
  - 4.03 Demonstrated competency in curriculum development.
  - 4.04 Education and experience in Early Childhood Education.
  - 4.05 Demonstrated ability to work cooperatively as member of a team.
  
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)