

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

9/95	<u>NATIVE LANGUAGE LITERACY RESOURCE TEACHER</u>	1.7.4.6
Effective Date	Job Title	Index

1. Primary Function: This individual will serve as a resource teacher for all classroom teachers concerning Spanish language literacy. Consults with teachers to develop curriculum, individual literacy plans for students, techniques, methods, and materials. Coordinates small ad-hoc groups for native language literacy support for students. May lead these groups and may train bilingual instructional assistants to lead them. Coordinates the development of the family Literacy classes. All in accordance with the Title VII grant's goals and objectives and in cooperation with 21st Century Council.

2. Responsible to: Building Principal.

3. Assigned Responsibilities:
 - 3.01 Coordinates the development and implementation of Creating an Effective School Community for the 21st Century with school principal.
 - 3.02 Coordinates staff development activities for the project with school principal.
 - 3.03 Plans and assists in implementation of Family Literacy activities.
 - 3.04 Coordinates Spanish literacy enrichment activities for LEP students.
 - 3.05 Performs related duties as assigned.

4. Minimum Qualifications:
 - 4.01 Bachelor degree.
 - 4.02 Valid Oregon Teaching License.
 - 4.03 Three years teaching experience in a bilingual/ESL setting.
 - 4.04 Knowledge of second language teaching methodologies and literacy development instruction.
 - 4.05 Bilingual in Spanish and English, oral and written.
 - 4.06 Bicultural in Anglo and Latino cultures.
 - 4.07 Classroom experience in Spanish literacy.
 - 4.08 Knowledge of Spanish language literacy development instruction and family literacy instruction.
 - 4.09 Administrative support experience, preferably in an ESL/bilingual program.
 - 4.10 Demonstrated ability in developing and delivering staff training.
 - 4.11 Successful experience working with parents and parent groups.

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)