

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

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|----------------|--------------------------------|------------|
| 2/91 | <u>LEADER, TEAM, BILINGUAL</u> | 1.8.3.3.1A |
| Effective Date | Job Title | Index |

1. Primary Function: In a given building coordinates the bilingual instructional program.
2. Responsible to: Building principal or designee.
3. Immediate Subordinates: Instructional or clerical assistants as assigned.
4. Responsibilities:
 - 4.01 Takes a leadership role in planning and scheduling for instruction with the bilingual staff.
 - 4.02 Establishes and maintains a good working relationship with the principal, building staff, bilingual coordinator, and bilingual resource staff.
 - 4.03 Holds regular bilingual team meetings to coordinate, implement, and evaluate bilingual activities.
 - 4.04 Communicates information about the bilingual program to the building staff.
 - 4.05 Makes recommendations regarding the instructional program of bilingual students.
 - 4.06 Monitors bilingual students' progress in the bilingual and District curricula.
 - 4.07 Advises the principal in the selection of staff members, if requested.
 - 4.08 Makes recommendations regarding the assignment and scheduling of educational assistants and teachers.
 - 4.09 Assists in monitoring compliance with federal, state, and District regulations.
 - 4.10 Participates in the building leadership team.
 - 4.11 Communicates to bilingual building staff budget priorities and procedures.
 - 4.12 Initiates paperwork and requests regarding bilingual expenditures with the principal and bilingual coordinator.
 - 4.13 Attends school, District, or state meetings as requested to share or gain information about bilingual programs.
 - 4.14 Follows specified standards, policies, and procedures of the building and the District.

Additional Responsibilities:

- 4.15 Participates in the special education referral process for bilingual students.
 - 4.16 Assists in presenting inservices, demonstrations, or workshops for bilingual staff, parents, and others, as requested.
5. Minimum Qualifications:
 - 5.01 Demonstrated leadership and organizational ability.
 - 5.02 Demonstrated knowledge of teaching strategies and curriculum in bilingual education.
 - 5.03 Demonstrated ability in effective communication with teachers, educational assistants, resource staff, and parents.
 - 5.04 Three years' teaching experience in bilingual or ESL classrooms.

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Additional Qualifications:

5.05
5.06

6. Minimum Term of Employment: Teacher contract.
7. Salary Level: Placement on Teacher Salary Schedule plus differential.
8. 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: _____
(supervisor)

Date _____

Received by: _____
(staff member)

Date _____