



Job Description

Type: Certificated

Status: Active

Bilingual Resource Teacher

Reports To: Principal (Supported by Dir. State/Fed Progs.)

Evaluates: N/A

Supervises: Instructional Aides

Job Goal

To coordinate and monitor an effective Title VII program that will maximize learning for all English Language Learners and contribute to their development into confident, competent and creative learners.

Essential Job Functions • Required Knowledge and Abilities

Plan, communicate and render direct instruction to identified English Language Learners who need assistance to meet grade level standards or need to gain proficiency in English; consult with regular classroom teachers regarding students' needs; assess and diagnose student academic abilities and communicate and exchange learning goals with students, families, and support personnel to improve academic progress; engage and support students in learning by using a variety of instructional strategies and resources including the use of technology; create and maintain an effective environment for learning that engages students in purposeful learning activities and encourages constructive interactions among students; establish and maintain standards for student behavior, managing routines, transitions, and instructional time effectively; keep all records associated with primary duties in an accurate and timely manner; assist in the collection and evaluation of data to determine program effectiveness and recommend modifications; plan and provide consultations and/or inservice to school staff; plan, organize and administer parent education and outreach activities; develop as a professional educator by reflecting on the teaching practice, planning professional development, and pursuing opportunities to grow professionally; demonstrate the mental and physical capabilities necessary to assume the responsibilities of independently teaching a classroom of students; possess and utilize strong organizational skills; demonstrate strong oral and written communication skills; demonstrate strong interpersonal skills, including use of tact, patience and courtesy, with both adults and children; perform school related responsibilities; perform all other obligations mandated by laws or Board policy, and other reasonable and appropriate tasks assigned by the Administration.

KNOWLEDGE OF: Appropriate subject matter curriculum as well as current developments in the fields of child development, health and safety practices (CPR, First Aid, etc.); instructional techniques of Specifically Designed Academic Instruction in English (SDAIE); current state and local assessment procedures; CDC and District policies; audiovisual equipment.

ABILITY TO: Relate well to pupils, parents, other teachers, and school administrators; show mature judgment; provide an educational program for students; assist where required in other school programs; maintain classroom control; preserve suitable learning conditions; analyze various group and individual student assessment data (both formative and summative) to evaluate student progress; modify instruction in response to evaluation of formative and summative achievement data; be sensitive to the needs of children and parents of different ethnic, cultural, education, and economic backgrounds; treat each child with dignity and respect.

Minimum Qualifications

Valid California Multiple Subject Teaching Credential
Bilingual Cross Cultural Credential, CLAD or BCLAD
Ability to read, write, speak and understand the English and Spanish language
Knowledge of ELD/ELA standards

Terms of Employment

Categorically funded; Full -time (185 days) 185 day work year; Current DMV Clean Driving Record Report
Criminal Justice Department Fingerprint Clearance; Pre-employment physical

Working Conditions

ENVIRONMENT Classroom and other school site environments

PHYSICAL ABILITIES Lift and carry items up to 20 lbs.
Hearing and speaking to exchange information
Seeing in order to monitor and supervise students
Use of hands and fingers to utilize technological equipment
Bending at the waist, kneeling, crouching, or reaching to assist students and to retrieve & store materials
Walking and standing for extended periods of time to provide instruction
Sitting in order to work at desks or tables

HAZARDS

Exposure to climatic elements and intermittent noise; frequent interruptions
Potential for contact with blood-borne pathogens and communicable diseases