

WINSLOW TOWNSHIP SCHOOL DISTRICT

JOB DESCRIPTION

BILINGUAL EDUCATION TEACHER

QUALIFICATIONS:

- Valid New Jersey Instructional Certificate with an appropriate grade level and/or content area endorsement and Bilingual Education Endorsement or eligibility
- Demonstrated language proficiency and knowledge of effective teaching methods
- Ability to maintain a positive learning environment
- Strong interpersonal and communication skills
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Building Principal

SUPERVISES: N/A

JOB GOAL: To provide an approved bilingual education program that fosters English proficiency, academic learning and personal growth.

PERFORMANCE RESPONSIBILITIES:

1. Work to achieve state student learning standards and district educational goals and objectives by promoting active learning in the classroom using board-adopted curriculum and other appropriate learning activities.
2. Develop lesson plans/ instructional materials and provide opportunities for individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
3. Participate in the assessment of the English proficiency of pupils whose native language is other than English; help to identify pupils eligible for bilingual education and/or English as a Second Language programs or other services designed to improve English language proficiency.
4. Assess pupil academic progress, English proficiency, and personal growth toward stated objectives of instruction. Assess annually to determine pupils ready to exit the bilingual/ESL program.
5. Maintain records of pupils' educational progress in class record books and/or board approved forms and summarize these marks for reporting purposes.
6. Identify academic and support services needs of limited English proficient pupils and work with other professional staff members in assessing and resolving learning problems.
7. Establish and maintain standards of pupil behavior needed to achieve a classroom climate conducive to learning.
8. Budget class time effectively.
9. Communicate with parents through conferences and other means to inform them about the school program, discuss pupil progress and encourage parent involvement in the development and review of the program objectives.
10. Supervise pupils in and out-of-classroom activities as assigned.
11. Maintain professional competence and continuous improvement through in-service education and other professional growth activities.
12. Participate in school-level planning, faculty meetings/committees and other school system groups.
13. Make effective use of community resources to enhance the instructional program.
14. Uphold and enforce school rules, administrative regulations and board policy.

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15. Perform other duties within the scope of his/her employment and certification as assigned.

TERMS OF EMPLOYMENT:

This is a ten month position. Salary, holidays and benefits are to be negotiated per the WTEA collective bargaining agreement.

EVALUATION:

Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of certificated staff.

STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

Signature

Date

Approved: 10/16/2007

Revised: 2/24/2021