



YOUNG LEARNERS

S C H O O L

POSITION DESCRIPTION

POSITION TITLE:	Teacher (Bilingual)	DEPARTMENT:	Administration
STATUS:	Exempt/FT	SUPERVISOR:	Instructional Supervisor
SUPERVISES:	NA		

POSITION SUMMARY

The classroom teacher is to provide students with appropriate school readiness/literacy learning activities and experiences designed to prepare them for Kindergarten and fulfill their potential for intellectual, emotional, physical and social growth. Enable students to develop competencies and skills to function successfully in society.

Method of delivery: Spanish and English Languages.

Permanent Classroom assignment.

PRIMARY RESPONSIBILITIES

1. Instructional Strategies

- Develop and implement plans for the curriculum program assigned and show written evidence of preparation as required.
- Prepare lessons that reflect accommodation for individual student differences.
- Present the subject matter according to guidelines established by Texas Education Agency (PK Curriculum Guidelines), HISD and YLS board policies and administrative regulations.
- Plan and use appropriate instructional/learning strategies, activities, materials and equipment that reflect accommodation individual needs of student assigned.
- Conduct pre (and post) assessments on students and use results for instructional activities.
- Modify curricula and instruct students according to guidelines established by Individual Education Plans (IEP).
- Cooperate with other members of the staff in planning and implementing instructional goals, objectives, and methods according to HISD and YLS requirements.
- Use technologies in the teaching/learning process.

2. Student Growth and Development

- Consistently assess student achievement through formal and informal assessment.
- Present a positive role model for students that supports the mission of the school.
- Ensure student’s progress is supported with proper documentation such as assessment, observations, progress notes, written communication to parents (guardians), conferences, etc.

3. Classroom Management and Organization

- Create a classroom environment conducive to learning and appropriate to the physical, social and emotional development of students.
- Manage student behavior in the classroom and administer discipline according to HISD, YLS and Child Care Licensing board policies, administrative regulation and IEP.

- Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Assist in the selection of books, equipment and other instructional materials.
- Provide leadership and support to teacher assistants, substitutes, and volunteers assigned to the classroom.

4. Communication

- Establish and maintain open lines of communication with all collaborative partners.
- Establish and maintain open lines of communication with teaching partners, students, parents, and supervisors.
- Maintain a professional relationship with all colleagues, students, parents and community members.
- Use acceptable communication skills to present information accurately and clearly.

5. Professional Growth and Development

- Participate in the district and school staff development program.
- Demonstrate interest and initiative in professional improvement.
- Demonstrate behavior that is professional, ethical and responsible.

6. Policy Implementation

- Keep information of and comply with state, district and school regulations and policies for classroom teachers.
- Compile, maintain and file all reports, records and other documents required.
- Attend and participate in staff meetings and serve on staff committees as required.
- Complete required paperwork in a timely and accurate manner and no later than the due date.
- Adhere to YLS dress code.

EDUCATION AND EXPERIENCE REQUIRED

- Bachelor's Degree from accredited university
- Meet "highly qualified"
- Passed the Elementary Comprehensive Examination (EXCET) or the EC-4 (TEXES) and the Professional Development Exam
- Meet the requirements established under the High, Objective, Uniform Standard of Evaluation (HOUSE) for elementary teachers.
- Ability to deal with conceptual matters
- Ability to plan and organize

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Proficient in Microsoft Word, PowerPoint, Excel and Outlook.
- Self-starter, attentive to detail; must possess excellent organizational and proofreading skills.
- Excellent interpersonal and leadership skills.
- Excellent oral and written communication and presentation skills.
- Available to work overtime as needed.
- Available to travel as needed.
- Excellent written and oral communication skills
- Excellent interpersonal skills and successful experience working in teams.

WORK ENVIRONMENT

Pre-K classroom environment. While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear. The employee frequently is required to sit; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and stop, kneel, crouch, or crawl. The employee is occasionally required to taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

ACKNOWLEDGEMENT

I have carefully read and understand the contents of this position description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, the employer reserves the right to revise the functions and duties of the position or to require that additional or different tasks be performed as directed by the employer.

I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this position description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the employer has a similar right.

Signature

Date

The employer is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

This description describes the general responsibilities and requirements for the stated position and in no way is an exhaustive list. Young Learners maintains the right to assign or reassign responsibilities to this position at any time.