

**Job Title** DoDEA World Languages Teacher  
**Reports to** Principal  
**Dept/School** Assigned Campus

**Job Title Code** 210365  
**Wage/Hour Status** Exempt  
**Pay Grade** TBA  
**Date Revised** November 10, 2025

## Primary Purpose

The role of the teacher is to interact effectively with each component of the educational setting to respond to the unique needs for each student. This role includes providing students with appropriate learning activities and experiences in the core academic subject area assigned to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society. This is to be done within the framework of philosophy and objectives established by Board policy.

## Education/Certification

- Bachelor's Degree from accredited university
- Valid Texas Teaching Certificate with required endorsements Valid Bilingual or ESL Certification

## Special Knowledge/Skills

- Strong instructional ability as a classroom teacher
- Strong organizational, communication, public relations, and interpersonal skills
- Knowledge of bilingual education
- Knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior

## Experience

- One (1) year of teaching experience

## Major Responsibilities and Duties

### Instructional Strategies

1. Implement the El Paso Independent School District curriculum for the grade(s) or subject(s) assigned.
2. Design clear, well-organized, sequential lessons that reflect best practice, align with standards and are appropriate for diverse learners.
3. Develop and implement long-range and short-range plans, goals and objectives for the instructional program.
4. Differentiate instruction, aligning methods and techniques to diverse student needs.
5. Teach an assigned grade or subject by preparing teaching lessons, supervising learning activities, maintaining discipline, and evaluating and reporting student progress.
6. Use formal and informal methods to measure student progress, then manage and analyze student data to inform instruction.
7. Use content pedagogical expertise to design and execute lessons aligned with state standards, related content, and student needs as set by Board Policies and administrative regulations.
8. Collaboratively practice in all scheduled professional development activities, campus professional learning communities, grade or subject level team membership, committee membership or other opportunities.
9. Cooperate with teachers in planning and implementing the instructional program.
10. Attend departmental or grade-level meetings.
11. Perform assignments related to student attendance and record keeping effectively and on time.
12. Use formal and informal assessments to monitor student progress, records grades, and contact parents/guardians regularly regarding students' academic and social/emotional growth, effectively and on time.

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13. Work with principal, counselor, and supervisory staff in identifying and solving problems related to his/her students.
14. Assess student learning to ensure student mastery while recognizing student misunderstanding and responds with different teaching techniques to clarify concepts.
15. Contribute to the selection of programs, equipment, and materials to meet the needs of his/her students.
16. Develop and maintain a safe and organized classroom environment conducive to relevant effective, and meaningful learning that engages all students.
17. Take all necessary precautions to protect students, equipment, and facilities to meet the needs of his/her students.
18. Collaboratively participate in all scheduled professional development activities, campus professional learning communities, grade or subject-level team meetings, committee membership or other opportunities.
19. Attend and participate in faculty meetings before and after normal school hours.

## **Student Management**

20. Counsel with students and parents regarding academic, social progress, and attendance.
21. Act as a positive role model and communicate the mission, vision, and goals of the school to students, colleagues, parents, and families.
22. Establish, maintain, and communicate with campus and District administration clear expectations for student behavior.
23. Organize a safe, accessible, and efficient classroom for all students while leading a mutually respectful and collaborative class of actively engaged learners.

## **Policy, Reports and Law**

24. Uphold and enforce school rules, administrative regulations, and Board policy.
25. Establish control in the classroom and administer discipline and punishment in accordance with Board policies and administrative regulations.
26. Compile, maintain, and file all reports, records, and other documents required.

## **Communication**

27. Establish and maintain open lines of communication by conducting conferences with parents, students, administrators, and teachers.
28. Maintain a professional relationship, demonstrate leadership, use effective communication and outreach with students, colleagues, and community members in the school and district.
29. Use effective communication skills to present information accurately and clearly.
30. Promote positive community relations through effective communication with community members by attending PTA/PTO meetings as often as possible as a demonstration of professional responsibility.
31. Attend PTA/PTO or school sponsored open houses.

## **Professional Growth**

32. Participate in staff development activities to improve job-related skills.

## **Supervisory Responsibilities**

Supervise paraprofessionals, volunteers, and student teachers when assigned.

## **Physical and Mental Job Requirements**

### **Mental Demands/Physical Demands/Environmental Factors**

- Maintain emotional control under stress. Frequent standing, stooping, bending, kneeling, pushing, and pulling. Move textbooks, media equipment, desks, and other classroom or adaptive equipment. Follow district safety protocols and emergency procedures.



# JOB DESCRIPTION

## Terms of Employment

187, 190, 203, or 221 days; salary to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: \_\_\_\_\_  
Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.