

Job Title:	Teacher Leader Early Childhood (PK-2) Dual Language	Wage/Hour Status:	Daily, Exempt
Reports to:	Director Elementary Connecting Languages/Dual Language	Pay Grade:	TBA
Dept/School:	Connecting Languages/Dual Language	Date:	August 21, 2017

Primary Purpose

Assist the Director in the implementation of dual language education, with focus in early childhood education, gifted education and instructional technology. Provide professional development for early childhood teachers and other District stakeholders on dual language education, program development, best practices, assessment and instructional strategies.

Qualifications**Education/Certification**

Bachelor's degree from an accredited university or college
Valid Texas Teaching Certificate
Bilingual or ESL Certification

Special Knowledge/Skills

- Strong instructional ability as a classroom teacher
- Demonstrated ability in communication, organizational, and presentation skills
- Knowledge of Early Childhood Education PK-3rd
- Knowledge of Prekindergarten Guidelines and the TEKS
- Knowledge of early childhood assessments
- Ability to work with University of Texas at El Paso pre-service and/or in-service education

Experience

Three years teaching experience

MAJOR RESPONSIBILITIES AND DUTIES

1. Serves as an onsite resource for dual language and early childhood education for instructional and administrative staff.
2. Mentors and assists early childhood teachers in the development of teaching skills, strategies, or techniques to support implementation of early childhood programs.
3. Provides professional development to early childhood teachers.
4. Conducts classroom demonstrations on biliteracy development, content literacy development and classroom management techniques.
5. Promotes use of technology to strengthen teaching and learning process.
6. Maintains consistent communication with Director for Connecting Languages/Dual Language.
7. Submits weekly reports of activities and professional development sessions conducted at assigned campus.
8. Works with teachers on early literacy development and oral language development.
9. Coordinates District-wide professional development for early childhood.
10. Coordinates activities with UTEP, faculty and students.
11. Works with parents and other stakeholders to increase awareness of dual language education and effective early childhood programs.
12. Maintains all program instructional materials; inventories and distributes instructional materials at assigned campus.

Supervisory Responsibilities

None

Physical and Mental Job Requirements**Mental Demands / Physical Demands / Environmental Factors**

Maintains emotional control under stress. Frequent standing, stooping, bending, kneeling, pushing, and pulling. Moves small stacks of textbooks, desks, and other classroom or adaptive equipment.

Terms of Employment

187 days; salary to be established by the Board of Trustees

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 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, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball 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, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.