

**Western Gateway Elementary School**  
**Job Description**  
**Certified Teacher**

<https://westerngateway.school/>

**Job Title:** Dual Language Teacher Grades PK-4 (Spanish)

**Job Classification:** Exempt

**Salary:** Based on experience & qualifications

**Contract Length:** Regular School Calendar & Hours

**Supervisor:** Head of School

**Approved By:** Heather Zacarias

**Date Approved:** 10/21/2020

**Job Summary**

Position is responsible for creating a dual-language immersion (Spanish) classroom environment that ensures learning and personal growth of every student; establishing effective rapport with students; motivating students to develop skills, attitudes and knowledge needed to provide a good foundation for becoming a responsible citizen in accordance with each pupil's ability; and to establish good relationships with parents and with other staff members. **Position will provide standards-based instruction in Spanish in two content areas with another teacher providing instruction in English in two other content areas.** Fifty percent of the students will be native Spanish speakers and fifty percent will be native English speakers. Personal characteristics necessary for the position include adaptability, high energy, growth mindset, commitment to high quality public charter schools, organization, genuine desire to create a student-centered environment, outstanding communication skills, willingness to learn, and a joyful approach to the profession.

**Essential Duties**

1. Support and implement the school's philosophy, mission, vision, values, yearly initiatives and school wide goals.
2. Instructs students in a program of study which meets stated objectives and prepares students to master grade level state standards and dual language standards.
3. Works and plans collaboratively and effectively with a co-teacher or partner teacher in dual-language settings.
4. Instructs students using strategies conducive to dual-language immersion, such as sheltered instruction, total physical response (TPR), cooperative learning, discovery learning and project based learning.
5. Instructs students in social emotional learning in a safe and organized classroom environment.
6. Develops lesson plans and supplementary materials compatible with the instructional philosophy and congruent with state standards; provides individualized and small group instruction in order to adapt the curriculum to the needs of each student and subgroups of students.
7. Translates lesson plans into learning experiences that efficiently uses the available time for instruction and actively engages students.
8. Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom by providing positive reinforcement of acceptable behaviors and modifying unacceptable behaviors.
9. Evaluates academic and social growth of students, prepares report cards, and keeps appropriate records to include attendance reports, assessments, school forms, and other recordkeeping activities as necessary.

10. Communicates regularly and effectively with parents or guardians through conferences and other means to discuss student progress in both academics and social emotional well-being.
11. Supervises and monitors safe student transitions and escorts students to resources, bathrooms, cafeteria, room changes, dismissal and other activities in the building.
12. Administers standardized and non-standardized testing in accordance with school's testing practices and frequently analyzes and interprets data seeking continual improvement and high achievement for all students. Demonstrates preparedness for team collaboration and planning.
13. Models non discriminatory practices in all activities.

### **Other Duties**

1. Maintains professional competence by attending staff development programs, curriculum development meetings and other professional activities.
2. Actively participates in various student and parent activities which occur in school including PTA, student clubs and after-school activities and events.
3. Creates an effective learning environment through functional, purposeful, and attractive displays, bulletin boards, and activity/learning centers.
4. Performs any other related duties as assigned by the Head of School or other appropriate administrators.

### **Evaluation**

Performance of this job will be evaluated by school administrator(s) using informal and formal observations conducted multiple times each year by evaluators using WGES measurement tool.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Bachelor's or Master's degree in education or a related field. Must possess or be eligible for Oklahoma Teaching Certification with appropriate endorsement to teach Elementary School and/or Early Childhood. Must possess native or near-native proficiency (oral and literate) in both English and Spanish and a high degree of cultural competency. Must possess familiarity with second language acquisition pedagogy. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, and the public.

### **Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a

school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Dependent on grade level and subject; may include instructional assistants, volunteers, tutors.

**Supervision Received:** Head of School, Assistant Head of School, Instructional Facilitator

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be performed by individuals currently holding this position and additional duties may be assigned. Western Gateway Elementary School reserves the right to update, revise or change this job description and related duties at any time.*

*This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*

**Approvals:**

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Supervisor Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print) Signature Date