

Terrell I.S.D. Job Vacancy

Terrell Independent School District is an Equal Opportunity Employer

No person shall, on the basis of national origin, race, gender, creed, religion, age, or handicap, be excluded from participation in, be denied the benefit of, or subjected to discrimination in employment, or recruitment consideration, or selection for full or part-time professional positions in the Terrell Independent School District

In accordance with Terrell I.S.D. Board Policy DC (LOCAL) the following position is open:

Job Title: Bilingual 3 rd Grade Teacher	Work Days: 187
Reports to: Principal	Pay Grade: According to TISD Salary Schedule
Dept./School: J.W. Long Elementary	Date Posted: December 1, 2011
Contact Person: Stacey Ellis Executive Director Human Resources Student Services	Deadline to apply: Until Filled

Primary Purpose:

Provide Bilingual 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 Bilingual students to develop competencies and skills to function successfully in society.

Qualifications:

Education/Certification:

Bachelor's degree from accredited university
Valid Texas Elementary Bilingual Teacher Certificate or required Probationary Certificate
Demonstrated competency in the core academic subject area assigned

Special Knowledge/Skills:

Knowledge of core academic subject assigned
General knowledge of curriculum and instruction
Ability to instruct students and manage their behavior
Strong organizational, communication, and interpersonal skills

Experience:

At least one year student teaching or approved internship

Major Responsibilities and Duties:

Instructional Strategies

1. Develop and implement lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required.

2. Prepare lessons that reflect accommodations for differences in student learning styles.
3. Present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
4. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of Bilingual students assigned.
5. Conduct assessment of student learning styles and use results to plan instructional activities.
6. Work cooperatively with special education teachers to modify curricula as needed for Bilingual special education students according to guidelines established in Individual Education Plans (IEP).
7. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
8. Plan and supervise assignments of teacher aide(s) and volunteer(s).
9. Use technology to strengthen the teaching/learning process.

Bilingual Student Growth and Development

10. Help Bilingual students analyze and improve study methods and habits.
11. Conduct ongoing assessment of student achievement through formal and informal testing.
12. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.
13. Be a positive role model for Bilingual students, support mission of school district.

Classroom Management and Organization

14. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of Bilingual students.
15. Manage Bilingual student behavior in accordance with Student Code of Conduct and student handbook.
16. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
17. Assist in selection of books, equipment, and other instructional materials.

Communication

18. Establish and maintain open communication by conducting conferences with Bilingual parents, Bilingual students, principals, and teachers.

19. Maintain a professional relationship with colleagues, Bilingual students, Bilingual parents, and community members.
20. Use effective communication skills to present information accurately and clearly.

Professional Growth and Development

21. Participate in staff development activities to improve job-related skills.
22. Keep informed of and comply with state, district, and school regulations and policies for Bilingual classroom teachers.
23. Compile, maintain, and file all physical and computerized reports, records, and other Bilingual documents required.
24. Attend and participate in faculty meetings and serve on staff committees as required.

Supervisory Responsibilities:

Supervise assigned teacher aide(s).

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent standing, stooping, bending, pulling and pushing. Move small stacks of textbooks, media equipment, desks, and other classroom equipment.

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.

Application Procedures

Please submit requested information to:

Terrell ISD Human Resources Department
Attention: Stacey Ellis, Executive Director of Human Resources
and Student Services
700 North Catherine Street
Terrell, Texas 75160
Office Number: 972-563-7504
Fax: 972-551-5712
stacey.ellis@terrellisd.org

- District Employees:**
1. Letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications
 2. Updated Resume

- Outside Applicants:**
1. Letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications
 2. Certificate(s)
 3. Resume
 4. Online Application www.terrellisd.org or go to www.teacherjobnet.org
 5. Transcripts
 6. Criminal History Form (download from website)
 7. 3 Reference Letters (download from website)
 8. After you have completed the online application please contact Rebecca Moss at 972-563-7504 ext. 3338 or email her at rebecca.moss@terrellisd.org to let her know which position you are applying for.

Terrell ISD has a strong commitment to the principle of diversity in all areas. In that spirit, we are particularly interested in receiving applications from a broad spectrum of people including men, women, ethnic minorities and individuals with disabilities.