



# METROPOLITAN SCHOOL DISTRICT OF LAWRENCE TOWNSHIP

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## JOB DESCRIPTION

**Title:** Elementary Dual Immersion Teacher

**Qualifications:** Current Indiana State Teaching License  
Bachelor's Degree in Elementary Education  
ESL and/or Dual Language Certified Preferred  
Bilingual and Biliterate in Spanish (Working Level – ACTFL)

**Reports to:** Building Principal

### Performance Responsibilities:

1. Teacher instructs assigned classes in the locations and at the times designated
2. Instructional Teacher shall provide a stimulating teaching and learning environment within their classroom. Provide and use as many instructional tools and teaching aids as possible and practical
3. Utilizes a variety of instructional technology when applicable
4. Encourages students to set and maintain district standards of classroom behavior while enforcing school rules, administrative and board policies
5. Strives to implement in instructional goals and objectives with specific attention provided for individual differences
6. Make provisions for being available to students and parents for educational related purposes outside the instructional day when required or requested under reasonable terms
7. Establish and maintain open lines of communication with students and parents concerning student academic and behavioral progress
8. Cooperates with other members of the staff in planning instructional goals and objectives
9. Attend and participate in all meetings called by the Superintendent or Principal unless excused by the person calling the meeting
10. Teacher is expected to assume assigned responsibilities on curriculum study groups, textbook committees, or other groups to which he/she may be assigned;
11. Participates in ongoing professional growth, workshops, seminars, conferences and/or advanced coursework of higher learning
12. Maintain a safe and well structured environment for student learning
13. Evaluates student progress on a regular basis

14. Maintain and submit upon request accurate and complete records as required by state and federal law and district policies
15. Maintain records as instructed by the Superintendent and Principal
16. Teacher shall use instructional material approved by the Superintendent and Board of Education
17. Teacher shall be responsible for students and ensure that someone is with them at all times
18. Other duties as assigned