

**WILLCOX UNIFIED SCHOOL DISTRICT
480 NORTH BISBEE AVENUE
WILLCOX, ARIZONA 85643
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JOB DESCRIPTION

TITLE:

SEI/Spanish Teacher

POSITION SUMMARY/JOB GOAL:

REQUIREMENTS:

This position is in conjunction with High School Spanish Teacher. You must apply to both positions in order to be considered. Requires a valid Arizona teaching certificate with a Structured English Immersion (SEI) endorsement, or English as a Second Language (ESL) endorsement. Must be highly qualified in the content area of English or Language Arts. Any equivalent combination of training, education and experience that meets minimum requirements is acceptable. FBI fingerprint background check required.

REPORTS TO:

Principal

ESSENTIAL FUNCTIONS:

(THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED)

- The teacher should demonstrate an understanding of the curriculum, subject content, and the developmental needs of students by providing relevant learning experiences.
- The teacher should plan using the state's standards, the school's curriculum, effective strategies, resources, and data to meet the needs of all students.
- The teacher should effectively engage students in learning by using a variety of instructional strategies in order to meet individual learning needs.
- The teacher should systematically gather, analyze, and use all relevant data to measure student academic progress, guide instructional content and delivery methods and provide timely feedback to both students and parents throughout the school year.
- The teacher should use resources, routines, and procedures to provide a respectful, positive, safe, student-centered environment that is conducive to learning.
- The teacher should maintain a commitment to professional ethics, communicate effectively, and take responsibility for and participate in professional growth that results in enhanced student learning.
- The work of the teacher should result in acceptable, measurable, and appropriate student academic progress.

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GENERAL RESPONSIBILITIES:

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- Implements by instruction and action the District philosophy of education and instructional goals and objectives.
- Guides the learning process toward the achievement of curriculum goals; in harmony with the goals, establishes desired student performance objectives for all lessons, units, and projects; communicates these objectives to students.
- Assesses students to determine whether desired student performance objectives are being achieved.
- Plans, after identifying student needs, a program of study.
- Employs instructional methods and materials that are most appropriate for meeting stated objectives.
- Diagnoses the learning disabilities of students on a regular basis and refers to appropriate specialist where need exists.
- Evaluates, conscientiously and fairly, the accomplishments of students and provides progress reports as required by law, District policy, and administrative regulation.
- Provides an atmosphere, physical and psychological, conducive to learning.
- Maintains accurate permanent academic and attendance records for students.
- Counsels with colleagues, students, and/or parents on a regular basis.
- Assists in upholding and enforcing school rules, administrative regulations, and Governing Board Policy.
- Attends and participates in general faculty and department meetings.
- Cooperates with other staff members in planning instructional goals, objectives, and methods.
- Assists in the selection of books, equipment, and other instructional equipment.
- Establishes and maintains cooperative relations with others.
- Maintains and improves professional competence.
- Maintains active and harmonious involvement in community affairs.
- Works with other teachers in setting up and coordinating programs.
- Arranges parent conferences as needed.
- Meets and instructs assigned classes in the locations and at the times designated.
- Develops and maintains a classroom environment that is conducive to effective learning.
- Encourages students to set and maintain standards of classroom behavior.
- Maintains accurate and complete records of children in Title I.
- Prepares adequately for classes assigned.
- Assists in the selection of books, equipment and other instructional materials.
- Attends and participates in faculty meetings
- Accepts non-teaching duties as assigned.
- Performs all related duties as assigned.

PHYSICAL TASKS:

Work involves the performance of duties where physical exertion is often required to perform functions of the position. Assistance is available to perform physically demanding tasks if needed. Work may

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involve standing for extended time periods, sitting, walking, stooping, bending, reaching and grasping. Occasional lifting and carrying weights up to 50 pounds may be required. Vision and hearing must be acceptable to perform job functions. Verbal communicative ability required in public contact positions.

MENTAL TASKS:

Communicates and comprehends verbally and in writing. Reads, analyzes and evaluates student performance and course curriculum. Performs functions from electronic, oral and written instructions and from district policies. Evaluates various written materials, including assignments and tests.

EQUIPMENT, AIDS, TOOLS AND MATERIALS:

Uses blackboards, whiteboards, easels, bulletin boards and other instructional equipment. Operates standard office equipment, such as telephones, typewriters, computers, printers, fax machines and copiers. May use electronic interactive equipment (video, etc.) and other electronic instructional media.

WORKING CONDITIONS:

Works indoors – classroom environment. Outdoors – playground, exposure to all weather conditions and temperatures. Exposure to noise, dust and fumes. Extensive contact with students, parents and teachers. Salary is commensurate with education and experience.

We have a four day school week, Monday – Thursday. Accepting applications ASAP for 2017/2018 school year. On-line application and instructions are available at www.wusd13.org. Applications must include a letter of interest, resume, Arizona teaching certificate, and DPS fingerprint clearance card.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of professional staff (GCO).

APPROVED BY: _____ DATE: _____
(Superintendent)

REVIEWED AND
AGREED TO BY: _____ DATE: _____
(Incumbent)