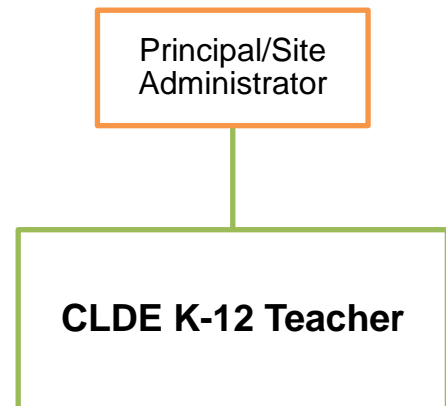


CULTURALLY AND LINGUISTICALLY DIVERSE EDUCATION (CLDE) K-12 TEACHER

Job Title:	Culturally and Linguistically Diverse Education (CLDE) K-12 Teacher
Initial:	June 23, 2010
Revised:	June 14, 2019 (Administrative Revision)
Work Year:	182
Office:	Education
Department:	Assigned School
Reports To:	Principal or Site Administrator
FLSA Status:	Exempt
Pay Schedule:	Licensed Pay Schedule

Related Organization Chart



POSITION SUMMARY: The Culturally and Linguistically Diverse Education (CLDE) Teacher is responsible for teaching English to non-English speaking students/English Learners (EL).

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Develops lesson plans, instructional materials and provides individualized small group instruction in order to ensure EL’s can access the curriculum.
- Ensures lesson plans turn into learning experiences that best utilize the available time for instruction.
- Demonstrates subject matter concepts and examples using models, realia, technology, or any other mode or approved teacher-prepared instructional aids materials.
- Prepares, teaches, and explains learning objectives/targets and student expectations to students.
- Provides opportunities for individualized small-group instruction to ensure access to the curriculum and the needs of the students.
- Differentiates instruction and curriculum to meet individual student needs.
- Provides opportunities for student goal setting, reflection and self-assessment regularly.
- Uses assessment to improve learning and guide instruction.
- Sets behavior expectations and consequences that are clear, consistent and follow building expectations.
- Utilizes grading patterns that are fair.
- Evaluates students’ academic and social growth, keeps appropriate records, and prepares progress reports.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Maintains and submits accurate and complete records as required.
 - Communicates with parents through conferences and other means to discuss students' progress and interpret the school program.
 - Interacts with students, staff and parents in a positive and professional manner.
 - Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, learning problems, and other issues that may arise.
 - Establishes rapport with students and provides a pleasant, safe, and orderly climate conducive to learning.
 - Maintains professional behavior.
 - Other duties as assigned.

Supervision & Technical Responsibilities:

- This position does not supervise other employees.

Budget Responsibility:

- This position does not have any direct budget responsibility.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- Bachelor's or Master's degree required with emphasis in Culturally and Linguistically Diverse Education preferred, plus additional coursework required for certification or licensure.

Experience:

- 3-5 years of successful teaching experience preferred.

Knowledge Skills & Abilities:

- Excellent oral and written communication and interpersonal relation skills.
- Basic math skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Organizational skills.
- Ability to manage multiple priorities and tasks with frequent interruptions.
- Ability to communicate effectively with various stakeholders.
- Ability to understand and follow complex oral and written instructions.
- Ability to perform responsibilities without the necessity of close supervision.
- Must be proficient in the use of personal computers and common software applications including Microsoft Word, Excel, Outlook, and Power Point.

Certificates, Licenses, & Registrations:

- Criminal background check required for hire.
- Valid Colorado driver's license required for hire.
- Valid Colorado Teaching License.
- Culturally and Linguistically Diverse Education endorsement.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee must regularly lift and/or move up to 25 pounds frequently.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.