

**PROVIDENCE SCHOOL DEPARTMENT  
JOB DESCRIPTION**

<b>TITLE:</b>	<b>WORK YEAR:</b>
Elementary Bilingual Teacher	181 days
<b>REPORTS TO:</b>	<b>DIRECTLY SUPERVISES:</b>
Building Administrator	N/A
<b>(Summary) JOB DESCRIPTION:</b>	
<p>Under direction of the school principal and/or appropriate supervisor, plans and provides for instruction in English as well as primary language of the English Language Learner to students who have been identified as in need of bilingual instruction by the district’s language dominance entry/exit criteria. Implements all district ELL procedures. Accelerates the learning or acquisition of English and the academic content of math, language arts, science, and social studies in order for students to achieve academic success and classroom expectations. Serves as a resource for information regarding students from other language backgrounds.</p>	
<b>EDUCATION TRAINING AND EXPERIENCE:</b>	
Bachelor’s degree in applicable field of education from an accredited college or university	
<b>CERTIFICATE / LICENSE REQUIRED:</b>	
Certificate required by the Rhode Island State Department of Education. Current Rhode Island Teacher Certificates in the appropriate Elementary subject area and level. Early Childhood PK-2 Certificate, Elementary Grade 1-6 and or KG-06 Certificate, Elementary School Endorsements: bilingual, ESL when required	
<b>DESCRIPTION OF DUTIES, RESPONSIBILITIES AND CURRICULAR LINKAGES:</b>	
<ol style="list-style-type: none"> <li>1. Creates a classroom environment that provides for student involvement in the learning process and enables each student to achieve learning objectives</li> <li>2. Participates in district and school-based professional development activities</li> <li>3. Plans and conducts activities for a balanced program of instruction, demonstration and work time that provides students with opportunities to learn, observe, question, and investigate</li> <li>4. Instructs students individually and in groups using various teaching methods such as lectures, discussions and demonstrations</li> <li>5. Adapts teaching methods and instructional materials to meet students’ varying needs and interests</li> <li>6. Takes all necessary safety precautions to protect students, equipment, materials and facilities.</li> <li>7. Develops and maintains positive and cooperative interactions and communications with parents, colleagues and community</li> <li>8. Monitors and assesses student progress and adjusts student instruction accordingly</li> <li>9. Makes recommendations about appropriate accommodations for all types of formal assessments</li> <li>10. Makes recommendations to mainstream staff about the types of accommodations, adaptations, special resources, courses, classes, and classroom adjustments that are appropriate for each bilingual student</li> </ol>	

**MINIMUM QUALIFICATIONS STANDARDS:**

1. Must meet the “highly qualified” criteria as defined by the *No Child Left Behind Act of 2001*.
2. Demonstrated proficiency with PC-based computer applications, Microsoft Office applications, e-mail, Web applications, and industry-specific technology.

*For internal use only*

**JOB CODE:** 1133

**DATE(s) CREATED:**

**DATE(s) REVIEWED:**

**DATE(s) REVISED:**

05/19/2009

00/00/0000

00/00/0000

**FILE NAME:**

Elementary Bilingual Teacher

**PROVIDENCE SCHOOL DEPARTMENT  
JOB DESCRIPTION**

<b>TITLE:</b>	<b>WORK YEAR:</b>
Elementary ESL Teacher	181 days
<b>REPORTS TO:</b>	<b>DIRECTLY SUPERVISES:</b>
Building Administrator	N/A
<b>(Summary) JOB DESCRIPTION:</b>	
Under direction of the school principal and/or appropriate supervisor, plans and provides for English as a Second Language instruction to students who have been identified as in need of ESL support by the district's language dominance entry/exit criteria. Accelerates the learning or acquisition of English and the academic content of math, language arts, science, and social studies in order for students to achieve academic success and classroom expectations. Implements all district ELL procedures. Serves as a resource for information regarding students from other language backgrounds.	
<b>EDUCATION TRAINING AND EXPERIENCE:</b>	
Bachelor's degree in applicable field of education from an accredited college or university	
<b>CERTIFICATE / LICENSE REQUIRED:</b>	
Certificate required by the Rhode Island State Department of Education. Current Rhode Island Teacher Certificates in the appropriate subject area and level. Early Childhood PK-2 Certificate, Elementary Grade 1-6 and or KG-6 Certificate, Elementary School Endorsements: bilingual, ESL, when required	
<b>DESCRIPTION OF DUTIES, RESPONSIBILITIES AND CURRICULAR LINKAGES:</b>	
<ol style="list-style-type: none"> <li>1. Creates a classroom environment that provides for student involvement in the learning process and enables each student to achieve learning objectives</li> <li>2. Participates in district and school-based professional development activities</li> <li>3. Plans and conducts activities for a balanced program of instruction, demonstration and work time that provides students with opportunities to learn, observe, question, and investigate</li> <li>4. Instructs students individually and in groups using various teaching methods such as lectures, discussions and demonstrations</li> <li>5. Adapts teaching methods and instructional materials to meet students' varying needs and interests</li> <li>6. Takes all necessary safety precautions to protect students, equipment, materials and facilities.</li> <li>7. Develops and maintains positive and cooperative interactions and communications with parents, colleagues and community</li> <li>8. Monitors and assesses student progress and adjusts student instruction accordingly.</li> <li>9. Makes recommendations about appropriate accommodations for all types of formal assessments</li> <li>10. Makes recommendations to mainstream staff about the types of accommodations, adaptations, special resources, courses, classes, and classroom adjustments that are appropriate for each ESL student</li> </ol>	
<b>MINIMUM QUALIFICATIONS STANDARDS:</b>	
<ol style="list-style-type: none"> <li>1. Must meet the "highly qualified" criteria as defined by the <i>No Child Left Behind Act of 2001</i>.</li> <li>2. Demonstrated proficiency with PC-based computer applications, Microsoft Office applications,</li> </ol>	

e-mail, Web applications, and industry-specific technology.

*For internal use only*

**JOB CODE:** 1156

**DATE(s) CREATED:**

**DATE(s) REVIEWED:**

**DATE(s) REVISED:**

05/19/2009

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**FILE NAME:**

Elementary ESL Teacher

**PROVIDENCE SCHOOL DEPARTMENT  
JOB DESCRIPTION**

<b>TITLE:</b>	<b>WORK YEAR:</b>
Elementary General Education Teacher	181 days
<b>REPORTS TO:</b>	<b>DIRECTLY SUPERVISES:</b>
Building Administrator	N/A
<b>(Summary) JOB DESCRIPTION:</b>	
Under direction of the school principal and/or appropriate supervisor, plans and provides for appropriate learning experiences for students. Provides an atmosphere and environment conducive to the intellectual, physical, social and emotional development of individuals to ensure success for every student. Supervises students in a variety of school-related settings. Monitors and evaluates student outcomes. Communicates and interacts with students, parents, staff and community. Develops, selects and modifies instructional plans and materials to meet the needs of all students. Maintains appropriate records and follows required procedures and practices. Monitors appropriate use and care of equipment, materials and facilities.	
<b>EDUCATION TRAINING AND EXPERIENCE:</b>	
Bachelor's degree in applicable field of education from an accredited college or university	
<b>CERTIFICATE / LICENSE REQUIRED:</b>	
Certificate required by the Rhode Island State Department of Education. Current Rhode Island Teacher Certificates in the appropriate subject area and level. Early Childhood PK-2 Certificate, Elementary Grade 1-6 and or KG-6 Certificate, Elementary School Endorsements: bilingual, ESL, when required	
<b>DESCRIPTION OF DUTIES, RESPONSIBILITIES AND CURRICULAR LINKAGES:</b>	
<ol style="list-style-type: none"> <li>1. Creates a classroom environment that provides for student involvement in the learning process and enables each student to achieve learning objectives</li> <li>2. Participates in district and school-based professional development activities</li> <li>3. Plans and conducts activities for a balanced program of instruction, demonstration and work time that provides students with opportunities to learn, observe, question, and investigate</li> <li>4. Instructs students individually and in groups using various teaching methods such as lectures, discussions and demonstrations</li> <li>5. Adapts teaching methods and instructional materials to meet students' varying needs and interests</li> <li>6. Takes all necessary safety precautions to protect students, equipment, materials and facilities.</li> <li>7. Develops and maintains positive and cooperative interactions and communications with parents, colleagues and community</li> <li>8. Monitors and assesses student progress and adjusts student instruction accordingly.</li> <li>9. Makes recommendations about appropriate accommodations for all types of formal assessments</li> <li>10. Establishes and maintains standards of student behavior needed to achieve a positive learning environment in the classroom</li> </ol>	
<b>MINIMUM QUALIFICATIONS STANDARDS:</b>	
<ol style="list-style-type: none"> <li>1. Must meet the "highly qualified" criteria as defined by the <i>No Child Left Behind Act of 2001</i>.</li> <li>2. Demonstrated proficiency with PC-based computer applications, Microsoft Office applications, e-mail, Web applications, and industry-specific technology.</li> </ol>	

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<b>DATE(s) CREATED:</b>	<b>DATE(s) REVIEWED:</b>	<b>DATE(s) REVISED:</b>
05/19/2009	00/00/0000	00/00/0000
<b>FILE NAME:</b>		
Elementary General Education Teacher		

**PROVIDENCE SCHOOL DEPARTMENT  
JOB DESCRIPTION**

<b>TITLE:</b>	<b>WORK YEAR:</b>
Elementary Special Education Teacher	181 days
<b>REPORTS TO:</b>	<b>DIRECTLY SUPERVISES:</b>
Building Administrator	N/A
<b>(Summary) JOB DESCRIPTION:</b>	
Under direction of the school principal and/or appropriate supervisor, the special education teacher provides direct instruction and instructional support to students with disabilities and works in collaboration with the general education teacher. Assists in the development of Individual Education Programs (IEP). Implements all district Special Education procedures.	
<b>EDUCATION TRAINING AND EXPERIENCE:</b>	
Bachelor's degree in applicable field of education from an accredited college or university	
<b>CERTIFICATE / LICENSE REQUIRED:</b>	
Certificate required by the Rhode Island State Department of Education. Current Rhode Island Teacher Certificates in the appropriate subject area and level. Early Childhood PK-2 Certificate, Elementary Grade 1-6 and or KG-06 Certificate, Elementary School Endorsements: bilingual, ESL when required.	
<b>DESCRIPTION OF DUTIES, RESPONSIBILITIES AND CURRICULAR LINKAGES:</b>	
<ol style="list-style-type: none"> <li>1. Creates a classroom environment that provides for student involvement in the learning process and enables each student to achieve learning objectives</li> <li>2. Participates in district and school-based professional development activities</li> <li>3. Plans and conducts activities for a balanced program of instruction, demonstration and work time that provides students with opportunities to learn, observe, question, and investigate</li> <li>4. Instructs students individually and in groups using various teaching methods such as lectures, discussions and demonstrations</li> <li>5. Adapts teaching methods and instructional materials to meet students' varying needs and interests</li> <li>6. Knowledgeable in the use and implementation of assistive technology</li> <li>7. Takes all necessary safety precautions to protect students, equipment, materials and facilities</li> <li>8. Develops and maintains positive and cooperative interactions and communications with parents, colleagues and community</li> <li>9. Monitors and assesses student progress and adjusts student instruction accordingly</li> <li>10. Makes recommendations about appropriate accommodations for all types of formal assessments</li> <li>11. Makes recommendations and collaborates with all staff about the types of accommodations, adaptations, special resources, courses, classes, and classroom adjustments that are appropriate for each special education student</li> <li>12. Develops IEPs in accordance with state and federal regulations</li> <li>13. Creates and implements behavior intervention plans needed to achieve a positive learning environment</li> <li>14. Schedules three year re-evaluations for students with disabilities in accordance with state and federal regulations</li> </ol>	

**MINIMUM QUALIFICATIONS STANDARDS:**

1. Must meet the “highly qualified” criteria as defined by the *No Child Left Behind Act of 2001*.
2. Demonstrated proficiency with PC-based computer applications, Microsoft Office applications, e-mail, Web applications, and industry-specific technology.

*For internal use only*

**JOB CODE:** 1324

**DATE(s) CREATED:**

**DATE(s) REVIEWED:**

**DATE(s) REVISED:**

05/19/2009

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**FILE NAME:**

Elementary Special Education Teacher