



Position Title: Teacher

Program: DC Bilingual Public Charter School

Primary Purpose of the Job:

To provide a safe, healthy and nurturing environment and an academically demanding dual language program that will foster bilingualism and biliteracy and enable all students to meet high academic expectations and develop critical thinking and problem-solving skills and a joy of learning.

Essential Duties:

1. To create, manage and participate in a variety of learning environments and activities that provide opportunities for students to develop to their fullest potential and achieve their learning objectives.
2. To plan, develop and implement grade level curriculum and daily/weekly lesson plans following adopted learning standards
3. To design, promote and implement a dual language classroom setting and instruction.
4. To promote respect for culturally and linguistically diverse families and children.
5. To work collaboratively with teaching and grade-level teams and other staff, especially instructional coaches, to plan, share student work and ensure that instruction is aligned with identified curriculum and standards.
6. To perform and record frequent, ongoing and specific assessments to gauge student learning.
7. To analyze data to meet individual students' needs and inform instruction.
8. To complete individual student progress reports and conduct individual parent-teacher conferences on a quarterly basis and additionally as needed.
9. To attend all regularly scheduled team planning and evaluation meetings and staff development sessions.
10. To participate collaboratively and professionally with parents and other staff to promote the general health and well-being of all students.
11. To maintain on-going communication with parents and families, including contributing to regular newsletters.
12. To monitor the health, safety, physical, emotional welfare and individual needs of the children and ensure they are properly supervised at all times.



13. To be familiar with and abide by all personnel policies and program procedures as specified in CentroNia's *Employment Manual* and *Staff Handbook* and DC Bilingual's *Policies and Procedures Handbook*, including reporting of suspected internal or external child abuse or neglect.

Other Duties:

1. To ensure that families sign daily log when children are dropped off and picked up.
2. To complete the records for daily attendance and meal counts.
3. To supervise and assist children during family-style breakfast and lunch, as well as during bathroom, outdoor play, and rest time.
4. To ensure that children are picked up by authorized individuals and to provide necessary follow-up and supervision when children are not picked up at designated time.
5. To submit leave requests to the school director for approval at least two weeks prior to absence.
6. To monitor shared areas such as bathroom, playgrounds and van for health and safety hazards.
7. To support the school by completing other duties as assigned by the school director or coordinator.

Required Core Competencies:

1. Demonstrate initiative, self-motivation, and continual learning.
2. Bilingual (English/Spanish)
3. Practice professional and effective interpersonal communication skills.
4. Ability to carry out all responsibilities, tasks and projects as assigned.
5. Ability to work both independently and collaboratively with team.
6. Propensity for problem solving.
7. Knowledge of child development and developmentally appropriate practices.
8. Nurturing character that enables the building of respectful, trusting and collaborative relationships with children and their families.
9. Ethical and professional conduct that facilitates the building of a respectful, trusting and collaborative relationship with all center staff.
10. Modeling of appropriate behavior for children, parents and other staff.
11. Respect for family information and confidentiality



Desired Attributes:

1. Belief that every child can learn and reach high levels of academic achievement and that every child has a right to a quality education
2. Belief that each member of the school community (including students, families, teachers and staff) is a valuable contributor and an integral part of students' success
3. Respect for diversity (language, culture, background) of children, families and co-workers
4. Strong commitment to children's learning and continued social development
5. Strong commitment to continuous improvement and professional development
6. Effective communication skills with children and adults
7. Ability to work cooperatively and collaboratively with co-workers
8. Flexibility in regards to schedules, sharing of tasks and changes in routines and plans
9. Ability to contribute new ideas and diverse methods of problem-solving to team.
10. Dependability and punctuality
11. Patience, honesty and open-mindedness
12. Positive attitude towards work and people

Required Experience:

Teaching experience (two or more years of teaching experience desirable; preferably in urban education); demonstrated ability to work with students from culturally and linguistically diverse backgrounds

Required Education:

Bachelor degree in Early Childhood, Elementary Education, Special Education or equivalent Masters (preferred); passing scores according to DC requirements Praxis II (Test 10014-Content Knowledge) or teaching certification preferred.

Required Licenses:

None

Working Conditions:

A community based organization with a safe and healthy environment.

Safety Hazards:



None

Classification: [full time, part time, etc] Part Time or Full Time (depending on assignment)
Department: DC Bilingual
Reports to: DC Bilingual Director and Assistant Director
Supervises: Volunteers
Salary Range: Contingent upon qualifications and experience.

To apply, please submit your resume, cover letter and references; indicating the position you are applying to:
Human Resources Department at CentroNia or DC Bilingual Public Charter School at:

1420 Columbia Road, NW, DC 20009

centroniajobs@centronia.org

dcbilingualjobs@centronia.org

Fax (202) 745-2562

CentroNia and DC Bilingual PCS are equal opportunity employers.

Benefits, including health care, retirement plan, long-term disability, and life insurance, are provided for full-time staff.