



EPSD124 Job Description

Bilingual Teacher

TITLE:	<i>Bilingual Teacher</i>
LICENSURE	<i>Professional Educator License</i>
ENDORSEMENT:	<i>Bilingual (Spanish)</i>
CONTRACT	<i>182 Calendar</i>
FLSA STATUS	<i>Exempt</i>
REPORTS TO	<i>Building Principal</i>
SUPERVISORY RESPONSIBILITIES	<i>None</i>
EVALUATION	<i>Building Principal</i>

JOB GOAL: To provide high-quality bilingual education that promotes the academic, linguistic, and social development of students in a multicultural environment. The goal is to foster a positive and inclusive classroom atmosphere where students can achieve fluency in both languages while excelling in their academic subjects. The bilingual teacher will support students in their language acquisition and ensure that educational practices align with the diverse needs of the student body.

ESSENTIAL DUTIES:

- Plans, organizes, and provides instruction in English and in native language of students in the Core Curriculum Content Standards, Illinois Learning Standards, Spanish Language Arts Standards (as appropriate), and Illinois English Language Proficiency Standards (IELPS)
- Instruction must be consistent and coordinated with the district's instructional program so that students meet and exceed learning targets and the requirements outlined in the state and federal law
- Develops and delivers lesson plans utilizing a broad range of appropriate differentiated techniques and strategies addressing all aspects of communication that develop each student's ability to read, write, speak, and listen in content areas at levels that ensure learners meet or exceed learning targets, and allow English learners to meaningfully access the district's instructional program
- Administers academic and language assessments for the purpose of evaluating a student's progress in meeting academic learning targets and progress in language acquisition
- Maintains complete and accurate records of student's progress and evidence of growth and progress
- Provides a nurturing, supportive, and positive learning environment with high expectations that encourage student responsibility, enhance motivation, clearly communicate classroom routines, and incorporate challenging instructional strategies
- Collaborates with administration, teachers, EL teachers and parents
- Performs other duties assigned by the Building/District Administration in accordance with district policies, practices, and procedures aligned to the contractual agreement and/or District Strategic Plan.

QUALIFICATIONS:

- Professional Educator License
- License Endorsement in Elementary Education
- License Endorsement Bilingual (Spanish)
- Certificate of good health approved by a licensed physician
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

MENTAL DEMANDS

Knowledge

The employee must have foundational knowledge in a specific field. Ability to read, analyze, and interpret procedures and regulations. Ability to communicate verbally and perform technical writing, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of staff, students, administrators and the general public. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Ability

The employee shall support the district in the communication of the district's mission and goals; engage in the collaborative dialogue with peers; maintain records and prepare reports; read, interpret, apply, and explain policies and procedures; meet the requirements of schedules and timelines; take professional initiative; plan and organize work independently; develop effective staff development; read a variety of materials; efficiently employ differentiated management methods; learn new methods of management through ongoing professional development; ability to work cooperatively and effectively with other certified and non-certified personnel, parents, and community members.

Education/Preparation

The employee shall possess the equivalent of a high school diploma; successful employment in a similar role; successful completion of any applicable proficiency exams; and possess/maintain appropriate current and/or future licensure expectations through the State of Illinois.

Reasoning

The employee must have the ability to solve complex problems in situations where only limited standardization exists. Ability to interpret instructions provided through written and oral form.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, and taste or smell. The employee frequently is required to use hands to handle or feel instructional and technological resources. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The employee shall possess exemplary oral and written communication skills. The employee shall be proficient with technological aspects of the position, including computing software and hardware, as well as video and camera equipment and software. The employee shall use board approved resources and technology. While performing the duties of this job, the employee occasionally works in a building setting with children, works in outdoor weather conditions, and is subject to noises associated with both an educational environment and other setting such as the gymnasium, lunchroom, library, busses, traffic, construction sites, server rooms, and boiler rooms.

The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.

ADOPTED

UPDATED

2/2025