

Marquardt School District 15 Job Description

Job Title: EL Specialist (Teacher)

Supervises: NA

Primary Evaluator: Principal and Assistant Principal

Position Type: EL Teacher

Reports To: Principal

Role Purpose:

The EL (English Language) Specialist provides specialized instruction to support English Learners in developing language proficiency while ensuring access to grade-level academic content. This role fosters an inclusive learning environment where bilingualism is valued as an asset, promoting a strong sense of belonging for all students. The EL Specialist Teacher collaborates with staff, families, and the community to advocate for multilingual learners, ensuring equitable opportunities for academic and social success.

Qualifications

- Current Illinois Professional Educator License (PEL)
- Spanish Bilingual Endorsement (required)
- ESL Endorsement (preferred)

Knowledge and Skills

- Understand state and district policies regarding EL instruction
- Experience working with multilingual learners and culturally diverse student populations (preferred)
- Knowledge of second language acquisition and best instructional practices for ELs
- Knowledge of learning standards (CCSS & WIDA ELD)

Beliefs

- Bilingualism and multilingualism are assets that enrich our school community.
- All students can learn and thrive when provided with equitable support.
- Language learning should be integrated into content instruction to promote academic success.
- We are committed to fostering a sense of belonging for all students.

Essential Responsibilities

- Develop an EL Service Schedule in accordance with EL Placement Reports, screening and ACCESS data to maximize EL service delivery
- Use the CCSS and WIDA ELD Standards to plan and adjust instruction.
- Develop and implement engaging and culturally responsive lessons that support English language development across the listening, reading, speaking, and writing domains.
- Integrate students' home languages and cultures into instruction to affirm their identities and enhance learning.
- Use research-based ESL strategies and frameworks, including sheltered instruction and differentiated supports to facilitate learning for ELs at various proficiency levels.
- Utilize research-based co-teaching strategies during push-in classroom service delivery.
- Adapt curriculum to meet the linguistic needs and academic goals of students.
- Provide core-aligned small-group and individualized instruction to meet student needs.

- Create a welcoming and inclusive environment that fosters a strong sense of belonging.
- Support social-emotional learning (SEL) and cultural responsiveness in lesson planning and delivery.
- Collaborate with and serve as a resource for general education teachers, school staff and administrators to support multilingual learners in content acquisition within the classroom, and across the school setting.
- Use formative and summative assessments to track students' language development, to measure academic progress, and to adjust instruction accordingly.
- Maintain accurate student records, documenting progress, program participation, and compliance in alignment with state and federal bilingual education mandates.
- Participate on school teams, collaborating on curriculum development, instruction, and student support plans.
- Communicate effectively with parents, providing updates on student progress in a culturally responsive manner.
- Engage in ongoing professional development related to curriculum, instruction, bilingual education, second language acquisition, and culturally responsive teaching.
- Facilitate and participate in staff and family engagement initiatives.
- Support school and district-wide initiatives related to equity, inclusion, and multilingual education.
- Collaborate with community organizations to enhance multilingual programs.
- Assist in coordination and administration of ACCESS testing within mandated time frames.

Work Environment

While performing the duties of this job, the employee regularly works inside but could occasionally be outside and is subject to noises associated with an educational environment both indoors and outdoors that is deemed moderate. The employee is regularly required to sit; climb or balance; and stoop, kneel, crouch, or crawl. Work requires some lifting, pulling or pushing during the normal performance of tasks and responsibilities. The employee works in an educational setting with children of varying ages and abilities and is directly responsible for the safety, well-being, and work output of students. Duties may be performed in libraries, cafeterias, parking lots, gymnasiums, auditoriums, hallways, and on field trips away from the school. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Terms of Employment: Salary is in accordance with the teacher salary range for MSD15

Reviewed/Revised: May 6, 2026