

# MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201

## JOB DESCRIPTION

Job Title: **Transitional Bilingual Education Teacher - Spanish**

Reports To: **Building Administration, ML Program Coordinator**

Pay Schedule/Range: **MEEA Contract**

FLSA Status: **Exempt**

Prepared/Revised Date: **February 2026**

Work Year: **181 Days**

**SUMMARY:** The primary function of the Transitional Bilingual Education Teacher is to support a comprehensive ESL language development program to support ELs in the General Education program in the content areas of Mathematics, Language Arts, and Spanish Language Arts (as applicable) utilizing the WIDA Standards.

The Bilingual Teacher will be responsible for delivering instruction in both English and Spanish, adhering to the Illinois State Board of Education (ISBE) guidelines for Transitional Bilingual Education (TBE) programs. The ideal candidate will understand bilingual education pedagogy, second language acquisition, and culturally responsive teaching practices. They will create a supportive and engaging learning environment that fosters all students' academic growth and language development.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building assignment.*

Performance Responsibilities
1. Assess the English language proficiency of incoming students utilizing the WIDA Screeners and annual state testing, and place students in the appropriate education setting
2. Provide ELs with comprehensible academic content and oral language while assessing student language needs in order to work with EL students individually and/or, in small groups, and/or in whole class instruction.
3. Continually assess the language development of students in order to support EL students' literacy development by using reading and writing strategies appropriate to the students' level of proficiency.
4. Assist EL students in the demonstration of proficiency in analytical thinking study skills.
5. Facilitate cooperative work and cross-cultural understanding between EL students and native English speakers.
6. Facilitate cooperative work and cross-cultural understanding for general education teachers.
7. Collaborate with the school community regarding the EL students' progress and challenges in learning academic content and language.
8. Research best practice in instructional strategies for ELs in order to collaborate with the classroom teacher in providing effective interventions for mainstreamed students.
9. Implement district-approved, content-based instruction, utilizing varied teaching techniques, and, in some cases, providing bilingual content instruction
10. Participate and facilitate professional development activities to continuously improve job performance.
11. Support families of English language learners through parent conferences, communication, and other areas as needed.
12. Assumes other related duties and responsibilities that the EL Program Director may assign.

**EDUCATION AND RELATED WORK EXPERIENCE:**

Qualifications:

A teacher candidate should hold:

- Illinois Professional Educator License (PEL)
- Bilingual Education Teacher endorsement

ment (Spanish)

- Endorsement in English as a Second Language ( ESL ) or English as a New Language ( ENL)
- Must be fluent in both Spanish and English

or

- Type 29 Provisional Certificate : ELS-TBE + Bilingual education endorsement in Spanish ( coursework in the field of bilingual education must be in progress )

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Valid driver's license

- Criminal background check required for hire; employment contingent on appropriate results.
- Valid Illinois Professional Educator License, in area of employment.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Advanced oral and written communication
- English language skills
- Advanced interpersonal skills
- Advanced leadership, management, problem solving, collaboration, and team-building skills
- Advanced time management, organizational, multi-tasking skills
- Ability to manage multiple tasks with frequent interruptions, to use time efficiently, to demonstrate attention to detail, to follow instructions and respond to management direction
- Ability to promote and follow Board of Education policies and District, Building and Department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, direct staff regarding safety expectations, correct unsafe conditions/practices, and inform the Supervisor regarding any urgent conditions

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers, peripherals, and office software
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, E-mail, etc
- Operating knowledge of and experience with collaborative software, such as Google Suite, Microsoft One or similar sharing tools
- Operating knowledge of and experience with education software, including student information systems and special education reporting software

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>
<b>Reports to:</b>	Building Administration and Director of Multilingual Services

<b>Direct Reports:</b>	<b>POSITION TITLE</b>	<b># of Employees</b>

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; stand; walk; use hands, including fingers, to handle or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move a minimum of 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**WORK ENVIRONMENT:** The noise level in the work environment is usually moderate.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate. The employee is occasionally required to instruct and copy.