

## Community Consolidated School District 21 Job Description

### Spanish/ Russian Bilingual Teacher

**Supervisor:** Building Principal  
Director of Language Services

**Employee Group:** Teacher

**Licensing Requirement:**

- **Required:**  
Professional Educator License with Bilingual Endorsement preferred OR Educator License with Stipulations (ELS) Transitional Bilingual Education Endorsement is required  
Proficiency in either Russian or Spanish, depending on the position
  
- **Preferred:**
  - ESL Endorsement

#### **Purpose/ Description**

The bilingual Spanish and/or Russian Teacher will teach classes aligned to grade-level standards using high-impact content and language instruction strategies. They will collaborate with grade-level teammates to utilize common resources and administer common assessments to monitor student achievement.

#### **Essential Functions**

- Utilizes the district scope and sequence documents and primary resources to plan and implement lessons aligned to grade-level standards.
- Participates in grade-level meetings to review curriculum, assessment data, instructional strategies, and other role-specific topics.
- Provides differentiated instruction, including Tier 1 and Tier 2 instruction, to support student learning.
- Collaborates with colleagues to ensure instruction is as effective and aligned to students' needs as possible.
- Demonstrates knowledge and understanding of the Illinois English Language Development Standards (WIDA 2020 ELD Frameworks)
- Demonstrate the ability to communicate effectively in English and in the Spanish/Russian language, both orally and in writing, using proper grammar and vocabulary
- Demonstrate knowledge and understanding of child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to English language acquisition
- Advocates for the program needs that are required to meet the learning needs of bilingual students
- Performs such other and not specifically enumerated duties as may be requested by the Board of Education, superintendent, and principal or established by the School Code

#### **Other Functions**

- Performs other duties and responsibilities as assigned.

#### **Job Requirements**

Specific skill and knowledge-based competencies required to satisfactorily perform the functions of the job include:

- Utilizing district curriculum, language allocations, and assessment systems for all students

- Federal, state, and district policies, regulations, and laws pertaining to job functions
- Preparing and maintaining accurate records
- Business appropriate grammar and punctuation in English and Spanish/Russian
- Reading and spoken fluency and comprehension in English and Spanish/Russian
- Effective knowledge of data analysis and research methodologies
- Knowledge of effective practices supporting workplace safety
- Thorough understanding of the district's curriculum and assessment systems for all students
- Thorough understanding of district programs serving special populations
- Operation of standard office equipment, computers, and software platforms including G Suite for Education, Office Suite, student information systems, school scheduling, personnel and financial management software

Specific ability-based competencies required to satisfactorily perform the functions of the job include:

- Maintaining high standards of confidentiality
- Communicating tactfully and courteously with diverse groups
- Effectively presenting information in one-to-one and group situations
- Working independently, staying focused on tasks, and assuming responsibility for assigned projects and duties
- Making sound decisions on the basis of available information
- Maintaining accuracy of work products
- Demonstrating fiscal responsibility
- Adapting to changing work priorities
- Working collaboratively as part of a team
- Demonstrating behavior which promotes positive relationships
- Respecting opinions of others
- Demonstrating the ability to manage conflicts
- Applying common sense understanding to carry out instructions
- Maintaining professional integrity

Specific physical ability-based competencies required to satisfactorily perform the functions of the job include:

- Utilizing computer keyboards and screens to enter, retrieve, and transform information or data.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Updated 2025*