



Education that inspires...Opportunities for all

GURNEE SCHOOL DISTRICT

56

JOB DESCRIPTION: Bilingual/EL Teacher

POSITION: Bilingual/EL Teacher

REPORTS TO: Building Administration

DESCRIPTION:

An EL and/or bilingual teacher will provide support for limited English-speaking students that results in their development of competencies, knowledge, and skill in comprehending speaking, reading, and writing the English language. A successful teacher will plan, organize, and implement an appropriate instructional program in an elementary or secondary learning environment that guides and encourages students to develop and fulfill their academic potential. The teacher will also manage student behavior and safety through providing engaging lessons, building relationships with students and their family, and providing adequate supervision to students within their work areas. Teachers are responsible for the safety and management of students both inside and outside of the classroom.

QUALIFICATIONS:

1. A valid Professional Educators License in the State of Illinois with a Bilingual and/or English Language Learner Endorsement
2. Must be highly qualified for the subject area in which they are assigned
3. Such alternatives to the above qualifications as the board may find appropriate and acceptable

PROFESSIONAL RESPONSIBILITIES FOR ALL DISTRICT 56 EDUCATORS:

- **District Mission and Values** – Support and contribute to the successful implementation of the Portrait of a Graduate and the completion of the 5-Year Strategic Plan.
- **District Policies and Procedures** – Professional staff should conduct themselves in a manner that aligns with policy and procedures.
- **Instructional Effectiveness and Skills** – Professional staff must continually work towards excellence.
 - Make good use of instructional materials and technology available in the school.
- **Learning Environment** – Professional staff must demonstrate their understanding that their work environment is an instructional tool for the development of students as learners.
- **Professional Relationships** – Professional staff must develop positive work relationships with colleagues, parents, community members, and students.
- **Personal Attributes** – Professional staff are expected to contribute to a healthy work environment through the manner in which they present themselves and work with others.
- **Professional Responsibilities** – All professional staff are expected to participate at both the building and district levels with various committees and special projects in support of district objectives.

- Complete all assigned tasks, communications, and paperwork in the given/appropriate timeline.
- Attend and participate in meetings at both the building and district level as required.
- Represent grade level or content teams on various committees as needed.

SPECIFIC POSITION RESPONSIBILITIES: Bilingual/EL Teacher

1. Instructional Effectiveness and Skills

- a. Show evidence of daily and long-term planning. Use diverse and effective teaching materials aligned with the Gurnee School District 56 curriculum.
- b. Maintain command of the subject material and developmentally appropriate learning process. Keep abreast of educational change.
- c. Use effective, discerning, and varying instructional methods that result in engaged and motivated students.
- d. Differentiate as appropriate for the varying instructional levels in the classroom; using ongoing assessment data to inform instructional decisions.
- e. Develop and implement an age-appropriate classroom management plan that aligns with the school building's existing Positive Behavior Intervention System (PBIS).
- f. Utilize and collaborate with the special education system and staff to support students receiving special services.
- g. Implement grading and evaluation procedures consistent with the standards and policies of the district. Evaluate students consistently and in a positive manner. Inform parents of student progress throughout the school year, in addition to conferences and report cards. Phone calls, emails, and other technology tools are encouraged, but one method should not be used exclusively.
- h. Provides learning experiences, which develop basic communication skills, utilizing a variety of language acquisition methods and strategies.
- i. Provides individualized and small group instruction as needed, and in Spanish when appropriate.
- j. Identifies and evaluates bilingual/EL students when appropriate.
- k. Evaluates each student's progress in aural comprehension, speaking, reading, and writing the English language.
- l. Conducts inservice workshops for staff and parents as needed.
- m. Translates documents vital for home/school communication as needed.
- n. Provides translations for parents during parent/teacher conferences, registration, and other school activities.
- o. Participates in the Bilingual Parent Advisory Committee.

2. Learning Environment

- a. Create a classroom that is an interesting, stimulating place for pupils to work and appropriate to their maturity and interests. Maintain physical arrangements of the classroom for effective learning, behavior management and support of the social and emotional well-being of students.

3. Professional Relationships

- a. Show concern for the welfare of colleagues. Work cooperatively with other members of the staff. Participate in school related activities. Show mature and ethical responsibility in all interactions. Respond positively to suggestions for improvement from the administration.
- b. Maintain kindness, consideration, respect, helpfulness, and fairness with students.

- c. Exhibit an approachable manner when working with parents or community members. Maintain active communication with parents. Maintain tact and sensitivity. Phone calls, emails, and other technology tools are encouraged but should not be used exclusively.
- d. Maintain confidentiality when working with information regarding a student and/or their family. Manage all information in a professional manner.

4. Personal Attributes

- a. Set an example for students in grooming, general appearance, and personal characteristics. Use voice effectively and articulate the spoken work in a professional manner. Exhibit interest and enthusiasm about work and be reliable and punctual.
- b. Maintain self-control and a positive attitude. Develop a support network of colleagues within the building to provide support when necessary.
- c. Show good social adjustment by exhibiting discretion, courtesy tact, poise, humor, and warmth in human relations. Be cooperative and collaborative.
- d. Always practice ethical conduct.

5. Other

- a. The Bilingual/EL teacher shall perform other such tasks as may be assigned from time to time by the building administration and/or superintendent or their designee.

Evaluation: Performance of this position will be evaluated in accordance with provisions of the agreed upon Evaluation of Certified Personnel with the bargaining agency.