



BELVIDERE
DISTRICT 100
LEARN. INNOVATE. LEAD.

VACANCY NOTICE

Central Office

The following position is available for the 2026-2027 school year:

Multilingual Secondary Supervisor - 11-month

DATE REQUIRED: July 27, 2026
QUALIFICATIONS /
EXPERIENCE DESIRED: PEL with General Administrative endorsement
SALARY RANGE: \$87,500.00/year; commensurate with experience
BENEFITS: Blue Cross Blue Shield Booklet ([Benefit Booklet](#))

Qualified applicants should complete an online application at www.district100.com. All **current employees** must submit an application within five (5) days of the posting date to be considered for this position. *Please notify your current supervisor of your intent to transfer.*

Human Resources Department
Belvidere Community Unit School District 100
1201 Fifth Avenue
Belvidere, IL 61008
(815) 544-8614

Posting: April 21, 2026

Community Unit School District 100 does not discriminate on the basis of age, race, creed, color, handicap, sex, sexual orientation, development disability, national origin, ancestry or marital status



BELVIDERE
DISTRICT 100
LEARN. INNOVATE. LEAD.

Job Description

Position: Multilingual Secondary Supervisor

Reports to: Director of Multilingual Services

Qualifications/Skills:

1. Professional Educator License with BSPA or ESL Education endorsement or related certification.
2. Valid General Administrative endorsement.
3. Prior experience in an administrative or leadership position in multilingual education.
4. Proficiency in English and Spanish is strongly preferred
5. Strong leadership skills with the ability to guide and support building administration, certified and school support educational staff
6. Ability to collaborate effectively in a team-oriented environment to solve problems and implement solutions.
7. Capacity to work under pressure and meet strict deadlines, particularly related to compliance with federal, state, and district guidelines.
8. Ability to work independently, make informed decisions, and adhere to established policies and procedures.

Terms of Employment: Eleven (11) Months

Basic Function: Provide leadership and support to secondary school staff in implementing District 100 multilingual education programs, ensuring compliance with state and federal regulations, and fostering best practices to enhance student outcomes. Collaborate with administrators, teachers, and families to promote equity and access for multilingual students.

Performance Responsibilities:

1. Supervise and evaluate multilingual education programs, including curriculum, learning activities, materials, and teacher instruction.
2. Advocate for multilingual students and their families throughout the educational process.
3. Develop and implement long-term plans for multilingual services, aligned with the district's strategic goals.
4. Oversee curriculum and program planning for multilingual education, ensuring fidelity of implementation.
5. Coordinate and deliver professional development for teachers, paraprofessionals, and administrators.



BELVIDERE
DISTRICT 100
LEARN. INNOVATE. LEAD.

6. Update and monitor procedures for the evaluation, placement, and annual review of multilingual students.
7. Collaborate with building administrators to implement consistent management practices aligned with district policies and staffing allocations.
8. Monitor student enrollment ensuring appropriate programming, scheduling, and resource allocation.
9. Coordinate language proficiency assessments and ensure appropriate accommodations for multilingual students in all testing scenarios.
10. Assist building administration with the coordination of multilingual students' schedules and/or services.
11. Communicate and plan with the Director of Multilingual Education regarding staffing and student impacts on cultural, social, and educational programming.
12. Assist building administration with multilingual-level events, i.e. school assemblies, family nights, or student/community resources.
13. Stay informed of research and emerging practices in multilingual education.
14. Support or perform the evaluation of multilingual education staff in collaboration with building administrators.
15. Develop and coordinate recruitment efforts for international and multilingual educators in collaboration with Human Resources and the Director of Multilingual Services to support district staffing needs.
16. Design and oversee onboarding, mentoring, and ongoing support structures that promote the successful integration and retention of international educators within the district.
17. Facilitate transition planning and meetings, such as middle to high school transitions, ensuring a smooth process for multilingual students.
18. Participate in staffing projections and resource planning based on enrollment trends and program needs.
19. Work with external agencies to support multilingual students' post-secondary transitions and opportunities
20. Perform other related duties as may be assigned from time to time.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of the Administrator Evaluation Plan.