



East Moline School District #37 Position Description

Job Title: Pre-K – 8 Transitional Bilingual Education Teacher

Supervisor: Building Principal
Director of Bilingual Services

Qualification Requirements:

1. Valid Illinois Professional Educator License (PEL) with bilingual endorsement, or Educator License with Stipulations (ELS/TBE), suitable for grade level assigned
2. Must be skilled at teaching in a team atmosphere This person will have responsibilities within the building as part of a Professional Learning Community
3. Must be adept at building relationships and maintaining high academic and behavioral standards for all students
4. Possess competence in computer skills and use of other educational technology such as, but not limited to, Smartboards, iPads, etc.
5. Must possess strong interpersonal skills with a proven record of building rapport with culturally diverse students and families, to ensure each child reaches his/her full potential

Summary:

To provide content-driven, standards-based, differentiated English language development instruction to ensure full access to the core curriculum; To provide native language instruction in all content areas and heritage culture and language (for all dual language and transitional bilingual instructional designs) to ensure grade-level content learning, access to the core curriculum, and promote bilingualism and biliteracy

Essential Duties and Responsibilities:

1. Meets and instructs assigned classes in the locations and at the times designated
2. Adheres to approved policies and procedures of the district
3. Plans and prepares for lessons and units, with attention to established content standards, rigorous learning goals and performance scales, the use of available resources and technology, and consideration of the diverse needs of students
4. Organizes and creates a classroom environment that is conducive to learning, and establishes appropriate classroom rules, procedures, and routines
5. Encourages students to become responsible in maintaining acceptable standards of classroom behavior
6. Prepares for assigned classes and shows written evidence of preparation upon request of immediate supervisor
7. Guides the levels of learning from helping students interact with new knowledge to helping students practice and deepen their knowledge, to engaging students for cognitively complex tasks involving hypothesis generation and testing
8. Monitors student learning on a regular basis and provides feedback and progress reports as required
9. Works as an instructional partner with other school personnel in the identification, diagnosis, and remediation of individual students with specialized needs
10. Takes necessary and reasonable precautions to be responsible for and to protect students, equipment, materials, and facilities
11. Maintains accurate, complete, and punctual records as required by law, District policy, and administrative direction
12. Makes provisions to be available to students and parents as needed for education-related purposes
13. Attends staff and other team meetings and collaboratively contributes to ongoing development of District programs through constructive involvement

14. Reflects on personal teaching practices to improve professional competence; demonstrates awareness of strengths and limitations, actively engages in recommendations and instructional feedback from self-reflection, administrators and colleagues through instructional rounds, etc. and sets personal and professional goals for improvement
15. Possesses and maintains current information and academic background; demonstrates observable knowledge of theory and content in general education and subject matter specialization appropriate to elementary and/or secondary level
16. Treats personal information about students, parents, or staff members confidentially and ethically by discussing such personal information only with individuals having a demonstrable educational interest in the student
17. Promotes positive interactions and relationships with students, colleagues, parents, and community
18. Performs other duties as assigned by supervisors
19. Supports the East Moline School District #37 and imparts a positive image of the District within the schools and community

Terms of Employment:

Salary and work year as determined by the Board of Education, East Moline School District #37 Board Policy, and applicable collective bargaining agreement

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Licensed Personnel.

Department: Office of Student Achievement

FLSA Status: Exempt

Physical Demands:

While performing the duties of this job, the employee is frequently required to stand, walk and talk or listen and possibly sit on the floor, depending on the age of the children or the nature of the lesson. The employee may need to lift arms to use classroom equipment, and may need to occasionally stoop, kneel, or crouch. The employee is directly responsible for the safety, well-being and work output of other people. Specific vision abilities required by this job include close vision to read hand-written or typed material and the ability to adjust focus. Hearing ability to monitor activity and presence of students and respond to communication with students and adults is required. The position requires the individual to meet multiple demands from several people. Manual dexterity and the ability to operate computer equipment is required. Must be able to go up and down stairs on a regular basis. While performing the duties of this job, the employee may occasionally lift, push, or pull up to 35 pounds. The employee may be required to move instructional materials to and from classrooms.

The physical demands described here 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.

Work Environment:

The job is typically performed in a school classroom setting. The noise level in the work environment is normally low to moderate, but may become loud when large groups are together. The employee may be required to move from place to place to provide instruction and may have to maneuver in crowded hallways. Duties are typically performed indoors, and occasionally outdoors, such as when students are boarding or unloading buses.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The information contained in this job description is in compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Approved by: Board of Education

Date Approved/updated: April 24, 2017