

**Maywood-Melrose Park-Broadview  
School District 89**

**Dual Language Teacher-Bilingual**

**THIS JOB DESCRIPTION IS A GUIDELINE AND IS NOT INCLUSIVE OF ALL DUTIES AND RESPONSIBILITIES**

- Qualifications:**
- Bachelors' Degree or higher;
  - Valid Illinois Professional Educator License (PEL) with appropriate Bilingual Endorsement (BSPA) or Transitional Bilingual Endorsement (TBE)
  - High level of proficiency in Spanish (academic and instructional)
  - Knowledge of dual language models, biliteracy development, and culturally responsive practices
  - Such alternatives as the Board of Education may find appropriate and acceptable.
- Reports To:** Principal/Assistant Principal
- Location:** District 89 Elementary School
- Terms of Employment:** Works 181 days – Salary and benefits per MEA Contract
- Job Goal:** To plan, organize, and implement instruction delivered in Spanish as part of the district's Dual Language Program, ensuring that students develop high levels of Spanish and English proficiency, grade-level academic achievement, and sociocultural competence.
- Duties and Responsibilities:**
- Instructional Planning & Delivery**
- Prepares lesson plans and instructional materials for content instruction delivered in Spanish, providing individualized, small group, and whole-class instruction.
  - Integrates High Yield Strategies and biliteracy practices aligned to the district's dual language model.
  - Delivers content instruction primarily in Spanish while reinforcing cross-linguistic connections and biliteracy transfer.
  - Selects and adapts culturally and linguistically appropriate materials for students with diverse language backgrounds.
  - Establishes standards-based goals using WIDA, Illinois Learning Standards, and dual-language program guidelines.
  - Uses sheltered instruction techniques and biliteracy strategies to make grade-level content comprehensible.
- Assessment & Data Use**
- Evaluates students' literacy and academic progress in Spanish; provides timely feedback.
  - Administers formative and summative assessments in Spanish aligned to program expectations.
  - Interprets student performance data to determine language proficiency, biliteracy development, and content mastery.
  - Participates in MTSS processes using data relevant to bilingual learners.
- Classroom Environment & Student Support**
- Maintains effective classroom management aligned with district expectations and PBIS protocols.
  - Creates a culturally affirming environment that values bilingualism and biliteracy.

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- Provides targeted support to bilingual learners in both language development and academic content.
- Collaborates regularly with the English-speaking dual language partner teacher for alignment of curriculum, pacing, and biliteracy transfer routines.

### **Collaboration & Communication**

- Communicates with families in Spanish and English through conferences, written communication, and meetings.
- Maintains accurate bilingual documentation, progress reports, and language proficiency records.
- Works collaboratively with administrators, specialists, and support staff to meet student needs.
- Coordinates with Instructional Assistants and/or volunteers when assigned.

### **Professional Responsibilities**

- Participates in professional development related to dual language, bilingual education, WIDA standards, and district initiatives.
- Attends faculty meetings and serves on committees as required.
- Demonstrates professional, ethical, and responsible conduct.
- Preserves the confidentiality of students, families, and staff.
- Performs additional duties as assigned by administration.

### **Evaluation:**

Performance of this position will be evaluated by the Principal/Assistant Principal, and/or District Administrator in accordance with the Board's policy on "Evaluation of Professional Personnel" and the Illinois State Performance Evaluation Reform Act of 2010.