

# Maywood-Melrose Park-Broadview School District 89

## Dual Language Co-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)
  - Knowledge of dual language program models, biliteracy development, second language acquisition, and culturally responsive practices.
  - Valid Illinois Professional Educators Licensure with appropriate endorsement;
  - 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 co-teach within the district's Dual Language Program by collaborating with the partner teacher to plan, deliver, and assess standards-aligned lessons that promote high levels of academic achievement, bilingualism/biliteracy, and sociocultural competence for all students.
- Duties and Responsibilities:**
- Co-Planning and Co-Teaching**
- Participates in regular co-planning with the English-side partner teacher to align curriculum, pacing, language allocation, and assessments.
  - Implements co-teaching models such as station teaching, parallel teaching, team teaching, and alternative teaching.
  - Designs lessons in Spanish that integrate academic vocabulary, background knowledge, and cross-linguistic connections.
  - Incorporates WIDA Standards, Illinois Learning Standards, and dual language guidelines into instruction.
- Instructional Practices**
- Provides individualized, small group, and whole-class instruction using High Yield Strategies, maintaining written lesson plans.
  - Uses sheltered instruction strategies such as visuals, sentence frames, and graphic organizers to support comprehension.
  - Selects and adapts culturally and linguistically responsive instructional materials.
  - Integrates technology tools that support language development and academic growth.
- Assessment and Data Use**
- Develops and administers formative and summative assessments in Spanish and provides timely feedback.
  - Uses classroom and district data to adjust instruction and identify student needs.
  - Participates in MTSS processes and documents progress related to biliteracy and content standards.

**Classroom Environment and Student Support**

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

### **Dual Language Co-Teacher-Bilingual**

- Establishes and maintains effective classroom management and uses PBIS expectations.
- Creates a culturally affirming learning environment that values students' identities and home languages.
- Collaborates with special services staff to ensure appropriate supports for students with IEPs, 504 plans, or EL services.

### **Professional Responsibilities**

- Participates in professional development related to bilingual education, dual language programming, WIDA, and district initiatives.
- Attends faculty meetings and serves on committees as required.
- Demonstrates professional, ethical behavior and maintains confidentiality.
- Performs additional duties as assigned by administrators.

### **Essential Functions**

- Communicates effectively in Spanish and English.
- Works collaboratively with teachers and staff.
- Uses academic and language data to inform instruction.
- Works with small and large groups of students.
- Meets daily attendance expectations.

### **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.