

Maywood-Melrose Park-Broadview School District 89

Dual Language Teacher-English

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

- Qualifications:**
- Bachelor's Degree or higher
 - Valid Illinois Professional Educator License (PEL); ESL Endorsement preferred
 - Knowledge of dual language program models, second language acquisition, and biliteracy development preferred
 - 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 English as part of the district's Dual Language Program, supporting students in developing high levels of academic achievement, English proficiency, and biliteracy.

**Duties and
Responsibilities:**

Instructional Planning & Delivery

- Prepares and delivers English-medium instruction using High Yield Strategies and biliteracy-aligned practices.
- Provides explicit English language development (ELD) when appropriate, integrating WIDA standards.
- Uses sheltered instruction methods to ensure content accessibility for emerging bilingual students.
- Coordinates with the Spanish-speaking partner teacher to ensure aligned curriculum, pacing, and cross-linguistic connections.
- Selects and adapts instructional materials that support biliteracy and academic growth.

Assessment & Data Use

- Administers assessments in English and uses data to measure academic and language growth.
- Participates in ACCESS and other English language proficiency assessments as required.
- Analyzes student data to identify strengths, needs, and instructional next steps.
- Implements MTSS strategies appropriate for multilingual learners.

Classroom Environment & Student Support

- Implements effective classroom management aligned with district expectations and PBIS.
- Creates a linguistically and culturally responsive classroom environment.
- Provides academic and linguistic scaffolds to support English language development and content mastery.
- Collaborates with the Spanish-speaking partner teacher to support biliteracy transfer.

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Collaboration & Communication

- Communicates regularly with parents/guardians regarding student progress, language development, and academic achievement.
- Maintains accurate documentation for students' academic and linguistic progress.
- Works collaboratively with administrators, specialists, and dual-language team members.
- Provides purposeful tasks to Instructional Assistants and/or volunteers when appropriate.

Professional Responsibilities

- Participates in dual-language and ESL-related professional development.
- Attends staff meetings and serves on school committees as required.
- Demonstrates professional behavior, ethical conduct, and responsible decision-making.
- Maintains 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.