JOB DESCRIPTION REVISION DATE: 4/17/2012

DEPARTMENT / SCHOOL: ELL - Elementary Curriculum

REPORTS TO: Building Principal

SUPERVISES: N/A

POSITION GOAL:
To implement the U-46 curriculum and initiatives with fidelity to improve academic achievement for all students.

ESSENTIAL FUNCTIONS
1. Plans a program of study that follows district guidelines and, as much as possible, meets the individual needs, interests and abilities of students.
2. Implements researched-based teaching strategies that engage all students; acknowledging a range of abilities of students and cultural backgrounds.
3. Creates an environment conducive to learning and motivates students through effective communication and evaluative feedback.
4. Implements current district curriculum and subject matter that is grade level appropriate.
5. Plans for and guides the learning process toward the mastery of curriculum goals, and establishes clear objectives for all lessons, units, and projects that are clearly communicated to students.
6. Implements school improvement plans and strategies.
7. Collaborates with colleagues, students, and/or parents on a regular basis, and as requested by the administration.
8. Implements formative and summative assessments of student progress to drive instruction and communicates progress to students and parents.
9. Administer ELL testing (ACCESS and/or any required testing for ELL students).
10. Sets high expectations for student achievement and behavior and motivates students to work to their highest potential.
11. Assists in the referral and diagnosis of students with learning difficulties, seeking assistance from other school personnel as required.
12. Works cooperatively with building principal and/or director in assessing his/her teaching strengths and weaknesses, and planning and implementing a program to improve his/her teaching competencies.
13. Participates on curriculum, personnel, policy or professional development committees related to the educational program.
14. Maintains accurate, complete, and correct records as required by law and district policy.
15. Assists administration in implementing student discipline policies and maintains order in area(s) assigned and/or supervised in a fair and just manner.
16. Performs other duties as assigned by the principal, or other administrative staff.
SCHOOL DISTRICT U-46
JOB DESCRIPTION
DUAL LANGUAGE TWO WAY
ELEMENTARY TEACHER

KNOWLEDGE AND CRITICAL SKILLS:
2. Knowledge of Illinois English Language Proficiency Standards for ELL (English Language Development Standards).
4. Knowledge of and ability to implement the RtI process and tiered instruction and interventions.
5. Multicultural awareness and experience working with the diverse student demographics represented in U-46.
6. Fluent oral and written Spanish and English language skills.

EXPERIENCE AND EDUCATION:
1. Bachelor’s degree in related subject from accredited university.
3. Bilingual and/or English as a Second Language (ESL) Endorsement/Approval is required based on teaching assignment.
4. Teaching experience is preferred but not necessary for hiring.
   • Experience in at least one of the grade levels of a multi-grade is preferred.
   • Recent experience in the sought position is preferred.

ENVIRONMENTAL CONDITIONS:
1. Must work in busy, noisy and crowded environments.
2. Must work indoors/outdoors as the job requires.
3. Frequently work at a fast pace with unscheduled interruptions.
4. May be required to leave main work site to attend meetings.
5. Public contact requiring appropriate business-like apparel.

PHYSICAL DEMANDS:
1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift carry, pull, or push heavy objects or materials.
3. Occasional stooping, bending, and reaching.

ADA:
The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

TERMS OF EMPLOYMENT:
Nine month position (189 work days)

EVALUATION:
Performance of the position will be evaluated with provisions set by the Board of Education as per contract.

Employee Signature: ________________________________ Date: _____________
Supervisor Signature: ___________________________ Date: ____________