JOB DESCRIPTION REVISION DATE: 1/9/2012

DEPARTMENT / SCHOOL: Elementary or Secondary Education

REPORTS TO: Building Principal

SUPERVISES: N/A

POSITION GOAL:

ESSENTIAL FUNCTIONS:
1. Instructs bilingual students for the purpose of improving their success in academics and skills.
2. Models appropriate English communication for the purpose of developing students’ ability to communicate effectively in the English language.
3. Develops and implements plans for the curriculum program assigned and show written evidence of preparation as required.
4. Plans and implements effective lessons, using time materials and resources effectively.
5. Be adequately prepared to teach each daily lesson by having completed lesson plans and obtained the necessary teaching materials available for the lesson.
6. 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.
7. Responsible for teaching state standards and tested indicators in curriculum areas tested.
8. Evaluate bilingual students’ level of English fluency and providing feedback to students, parents and administration regarding student progress, expectations, goals, etc.
9. Plans a program of study that follows district guidelines and, as much as possible, meets the individual needs, interests and abilities of students.
10. Implements researched-based teaching strategies that engage all students.
11. Motivates students through effective communication and evaluative feedback.
12. Displays a thorough knowledge of curriculum and subject matter.
13. Demonstrates knowledge of school improvement plans and strategies.
14. Counsels with colleagues, students, and/or parents on a regular basis, and as requested by the administration.
15. Consistently assesses student achievement through formal and informal testing.
16. Implements frequent assessments of student progress and communicate progress to students and parents.
17. Set high expectations for student achievement and behavior.
18. Manages student behavior in the classroom and administer discipline according to board policies, administrative regulations.
19. Works cooperatively with peers, administrators, and community members in planning and implementing curriculum.
20. Assists in the referral and diagnoses of students with learning difficulties, seeking assistance from district specialists as required.
21. Attends and assists when necessary with school events such as musical programs,
athletics, student recognition ceremonies, graduation, and open house.

22. Assumes responsibility for extracurricular activities as assigned and may sponsor outside activities approved by the school/district.

23. Accept students with differing ranges of ability and cultural backgrounds, providing each student the opportunity and help needed to work up to his/her potential.

24. Work cooperatively with building principal and/or administration in assessing his/her teaching strengths and weaknesses, and planning and implementing a program to improve his/her teaching competencies.

25. Work cooperatively with building principal and/or administration to improve the total educational program through development of in-service training activities.

26. Participate on curriculum, personnel, or policy committees related to the educational program.

27. Attends and participates in faculty meetings and serve on staff committees as required.

28. Participates in the staff development program.

29. Strives to implement by the performance of job responsibilities the district's philosophy of education and instructional goals and objectives.

30. Adheres to the published policies and procedures distributed by the district.

31. Meets and instructs assigned classes and/or performs or provides assigned duties and services in the locations and at the times designated.

32. Creates and environment that is conducive to learning and appropriate to the maturity, interests and needs of the students.

33. Works professionally and cooperatively with other school personnel in the identification, diagnosis, and remediation of individual students with specialized needs.

34. Prepares for assigned tasks and shows written evidence of preparation upon request of supervisor.

35. As appropriate, assesses the accomplishments of students and provides progress reports as required.

36. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

37. Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintain personal safety of students, providing a positive learning environment and adhering to School Code, administrative and/or school policies.

38. Maintains accurate, complete, and correct records as required by law and district policy.

39. Assists the administration in implementing student discipline policies and maintains order in area(s) assigned and/or supervised in a fair and just manner.

40. Makes provisions for being available to students and parents for education related purposes.

41. Strives to maintain and improve professional competence.

42. Keeps informed of and comply with state, city and school regulations and policies for classroom teachers.

43. Uses technologies in the teaching/learning process.

44. Performs other duties as assigned by the principal, or other administrative staff.

**KNOWLEDGE AND CRITICAL SKILLS:**

1. Spanish bilingual required

**Relationships with Pupils:**

1. Skill in working with the class as a unit and with pupils as individuals.

2. Discipline: Skills in maintain an environment in which learning can take place.
3. Personal Efficiency: Evidence of good organizational skills and fulfillment of classroom responsibilities.
4. Skills unique to special services such as case management, conferences.

**Planning Skills**
5. Able to maintain a proper physical environment, care of school equipment, creating and appropriate classroom appearance.
6. Planning and Organization: Degree to which instructional program is carefully planned and efficiently organized.
7. Appropriateness of Materials: Adaptation of materials and methods to levels of learning ability of pupils, compatibility of instructional material with course of study.
8. Skills unique to special services such as preparation for staffing, establishment of priorities.

**Instructional Skills**
9. Resourcefulness: Use of creative methods and procedures; ability to adapt to unusual situations.
10. Ability to Motivate: Evidence of skill in drawing out pupils and getting them to achieve at their level of ability.
11. Observable Skills: Art of questioning, clarity of assignments, reaction to pupil response, utilization of interest and contribution of pupils.
12. Voice and Speech: Pronunciation, correctness of language appropriate to the level of the student, and ability to be heard.
13. Skills unique to special services such as reports, consultations.

**EXPERIENCE AND EDUCATION:**
1. Bachelor’s degree of related subject from accredited university.
2. Illinois ELL teaching certification appropriate for grade level.
3. ELL Teaching experience is preferred but not necessary for hiring.

*Comments:*

**ENVIRONMENTAL CONDITIONS:**
1. Must work in noisy and crowded environments.
2. Indoors in a busy office environment.
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.
4. Must work indoors and outdoors.

**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:
Ten month position (189 work days – established by School District U46 and ETA)

EVALUATION:

Employee Signature: ________________________________ Date: _____________

Supervisor Signature: ________________________________ Date: _____________