POSITION GROUP: ETA

POSITION TITLE: Dual Language – Language Arts (7th & 8th Grade)

DEPARTMENT: Secondary Curriculum

REPORTS TO: Building Principal / Divisional

SUPERVISES: N/A

POSITION GOAL(S):
To implement U-46 roadmap in an effort to increase achievement according to College Readiness and State/National literacy standards.

JOB DUTIES / ACCOUNTABILITIES:

1. Plans a program of study that follows district guidelines, and 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 content that is grade level appropriate (U-46 Literacy Framework).
5. Plans for and guides the learning process toward the mastery of curriculum goals, and establishes clear objectives/targets 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 assessments of student progress and communicates progress to students and parents.
9. Sets high expectations for student achievement and behavior and motivates students to work to their highest potential.
10. Assists in the referral and diagnosis of students with learning difficulties, seeking assistance from other school personnel as required.
11. 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.
12. Participates on curriculum, personnel, policy or professional development committees related to the educational program.
13. Maintains accurate, complete, and correct records as required by law and district policy.
14. Assists administration in implementing student discipline policies and maintains order in area(s) assigned and/or supervised in a fair and just manner.
15. Performs other duties as assigned by the principal, or other administrative staff.
EXPERIENCE / KNOWLEDGE:

2. Knowledge of Illinois English Language Proficiency Standards for ELL (English Language Development Standards).
4. Multicultural awareness and experience working with the diverse student demographics represented in U-46.
5. Fluent oral and written Spanish and English language skills.
7. An understanding of dual language assessment data collection models.
8. Certified to administer ELL testing (ACCESS) preferred.

EDUCATION:

1. Bachelor’s degree in related subject from accredited university.
2. Illinois teaching certificate.
3. English as a Second Language (ESL) Endorsement/Approval is required based on teaching assignment.
4. Highly qualified under NCLB.
5. Teaching experience is preferred but not necessary for hiring.

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.

TERMS OF EMPLOYMENT:

This is a 9-month position. Salary and benefits as established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of support service personnel.

JOB DESCRIPTION CREATION / REVISION DATE: 04/30/2012

Employee Signature: ________________________________ Date: _____________

Supervisor Signature: ________________________________ Date: _____________