

# ENGLISH LANGUAGE LEARNER /BILINGUAL TEACHER

Qualifications:	Professional Educator License (PEL) with a Bilingual Endorsement; teaching experience with students of ethnic, social, and linguistic background(s); fluent in Polish
Reports to:	Principal
Evaluation:	Principal
Work Calendar:	Full-Time as per association agreement
Position Goal:	To provide excellence in education through multiple teaching and learning strategies specifically designed for the diverse student and provide direct support according to the student's language ability to achieve English proficiency.

The English Learner & Polish Teacher shall be responsible for the following duties which include but are not limited to:

## Board/Superintendent:

- Observe and adhere to all Board of Education policies and regulations, and all administrative rules and procedures (AR)
- Attend Board meetings when necessary to provide supportive materials and information.
- Follow all State of Illinois codes relative to the requirements of the EL program.
- Communicate the EL program initiatives and objectives to the Administration, Staff and Community

## Building:

- Teach content areas and work with multilevel groups.
- Adapt and develop linguistically appropriate materials for LEP students.
- Incorporate teaching strategies for content-based instruction to meet both the immediate and long-range language and academic objectives.
- Plan and implement appropriate teaching activities, based on an understanding of second language acquisition and the Illinois learning standards.
- Participate in the administration of the ACCESS standardized assessment.

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- Diagnose the level of language fluency of all students recommended for the program.

- Determine the exit plan for students based upon data and performance.
- Keep records pertaining to the academic growth of each student in the program.
- Plan and conduct an assessment program to diagnose children's needs, and assess their progress in listening, speaking, reading, and writing English.
- Participate in the program's evaluation process to provide input to improve the program.
- Serve as a liaison between home and school.
- Plan and teach the Polish language to identified students.

Personnel:

- Meet regularly with classroom teachers and Principal to discuss and recommend procedures to benefit the students.
- Collaborate with the content teacher to design, plan and implement objectives for the mainstream program.

Individual:

- Exhibit confidentiality in relation to students, parents, and faculty.
- Develop open, effective, and positive communication with parents.
- Develop a positive working relationship with administration, staff, students, and parents.
- Assume responsibility for personal and professional growth and development by attending meetings, workshops, conferences, and continuing education classes as related to ELL services and education.
- Remain current on effective teaching practices, techniques and learning strategies, literature, new research findings and technology, testing and data collection.
- Adhere to the new PERA law and Senate Bill 7 which describes the Illinois Learning Standards and requirements for good teaching.
- Be knowledgeable of and adhere to the District Safety Plan.