



Troy CCSD 30-C

Together we learn, grow, and achieve!

Job Title: Reading Specialist: Bilingual

Reports To: Principal and Director of Multilingual Services

Supervisory Responsibilities: None

Salary: Minimum start salary set by CBA commensurate with experience and qualifications.

FLSA Status: Exempt

Primary Function: To advocate for all learners, focus on academic achievement, and build on student successes by committing to continuous instructional improvement and providing an environment that supports the social development of all students.

Qualifications:

1. Illinois Professional Educator License is required.
2. Master Degree in Reading Literacy, preferred.
3. Bilingual Education Teacher Spanish Endorsement required
4. License Endorsement in one of the following at the appropriate grade level:
 - Reading Specialist or Reading Teacher Endorsement
5. The applicant must fulfill one of the following:
 - Must currently be assigned to this position.
 - Taught in any school at the K-8 level within the last 10 years
 - Successfully completed student teaching within the last three years.
6. Passage of pre-employment medical examination, including Tuberculosis (TB) test and any other job specific required medical testing.
7. Pass a Regional Office of Education Fingerprint based Background Clearance including Federal Bureau of Investigation.
8. Alternatives to the above qualifications that the Board finds appropriate and acceptable may be approved.

Disclaimer: This document is not intended to completely cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee.

Board Approved:

Reviewed and Updated: March 2025



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Essential Duties and Responsibilities:

1. Demonstrate support for the Mission, Beliefs and Goals of District 30-C.
2. Uphold the established Board of Education policies, regulations and administrative procedures.
3. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily:
4. Planning and Preparation:
 - a. Demonstrate knowledge of content and pedagogy.
 - b. Demonstrate knowledge of child growth and development, especially of characteristics of students/children in the age group assigned.
 - c. Set appropriate instructional goals.
 - d. Design coherent instruction based on district learning targets, the primary function of this position and student data.
 - e. Design formative and summative assessments that measure student performance based on established learning targets.
 - f. Demonstrate a basic understanding and knowledge of current technology that is incorporated as a natural instructional tool, in constant use.
 - g. Assure that the students always have the appropriate supplies available to perform the tasks required in the various modules.
5. Classroom Environment:
 - a. Create an environment of respect and rapport.
 - b. Establish a culture for learning.
 - c. Manage classroom procedures.
 - d. Manage student behavior.
 - e. Organize the physical environment to promote learning.
6. Instruction:
 - a. Implement instruction planned in accordance with Section 1.
 - b. Communicate with students.
 - c. Use appropriate questioning and discussion techniques.
 - d. Engage students in learning.
 - e. Use assessment information to drive instructional decision making.

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- f. Demonstrate flexibility and responsiveness.
7. Professional Responsibilities:
- a. Reflect on teaching.
 - b. Maintain accurate records.
 - c. Communicate with families.
 - d. Participate in a professional learning community.
 - e. Grow and develop professionally.
 - f. Demonstrate professionalism in behavior and dress.
 - g. Attend meetings, serve on committees, and perform such other duties and assume other responsibilities as may be assigned by the Principal or his/her designee in accordance with the labor agreement and the Board of Education.
 - h. Have regular attendance and infrequent absences.
8. Perform other duties as assigned within the guidelines of this position.

Physical Demands:

- 1. This position requires some standing, ability to bend and physical dexterity. Endurance within a classroom setting; teaching students while standing, sitting, or walking throughout the classroom, building or outside activities with the ability to maneuver in tight spaces between desks, etc.
- 2. Working with the students in an instructional setting may entail kneeling or squatting, stooping, and bending from the waist on an occasional to frequent basis on a given day.
- 3. Occasionally required to run.
- 4. Use of aids such as whiteboards, posters, bulletin boards, television, computer, and technological equipment.
- 5. Ability to read a computer screen and printed material with or without visuals aids.
- 6. Hear and understand speech at normal classroom levels.
- 7. Speak in an audible tone so that others may understand clearly.
- 8. Retrieval, use, lifting and storage of teaching material, including books, equipment, assignments, etc. Occasionally required to lift/carry objects weighing up to 20 pounds. Ability to climb stairs.
- 9. Must be able to meet the essential requirements with or without reasonable accommodations.

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Working Conditions:

1. Duties of this position may vary but are generally performed in a school setting.
2. Must be able to withstand adverse weather conditions with protective outerwear when assigned outdoor supervision responsibilities.
3. Travel to various sites within the Troy School District and other locations is expected based on District needs.

Terms of Employment:

180 Days

Union

Completion of mandated training through Global Compliance Network within 45 days of start date.

Evaluation:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation, the Performance Evaluation Reform Act of 2010 (PERA), Senate Bill 7, and Articles 24A and 34 of the Illinois School Code.

Employee Acknowledgement

I have received and understand the requirements, essential functions, and duties of this position.

Employee Signature

Date

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