



JOB DESCRIPTION

SCHOOL DISTRICT U-46
HUMAN RESOURCES

Position / Title: Teacher Bilingual Elementary Cross Categorical Primary	
Bargaining Unit: ETA	Department/Location: Specialized Student Services
Calendar Days: 184	Reports To: Building Principal
JD Revision Date: 06/05/2023	Supervises: N/A

Function / Position Summary

Create data-driven goals and objectives based on grade level and core standards; providing an environment that is conducive to learning and appropriate to the maturity, interests, and needs of the students with Individualized Educational Plans (IEP). Maintain confidentiality within the school and community.

Job Duties / Responsibilities

- Provide direct services and instruction as mandated by the student's IEP.
- Administer classroom, district, and state assessments.
- Coordinate the research of appropriate integrating subjects with building staff.
- Provide accommodations and modification list to necessary general education staff
- Modify classroom assignments and tests for integrated students.
- Share responsibility for testing students as determined by School Service Team discussion.
- Complete diagnostic/ progress monitoring components as determined on domain sheets. Enter information into database, create, and retain a hard copy of the diagnostic report.
- Enter data for caseload students' annual review/reevaluation.
- Communicate and collaborate with parents and staff on a weekly basis.
- Obtain student's present level of performance information from classroom teacher when required to attend IEP and School Service Team meetings.
- Enter data collected from intervention process for initial English Language Learners (ELL) evaluation as determined by service team.
- Update progress reports using the same timeline as report cards.
- Provide accommodations and modification list to necessary general education staff.
- Collaborate grade reporting with general education teachers.
- Update student goals in database, following predetermined time lines.
- Oversee the implementation of all services designated in the IEP.
- Attend school professional development as assigned.
- Other duties as assigned.

Education

- Bachelor's degree in related subject from accredited university.
- Illinois Professional Educator's License (PEL) with LBS 1 endorsement and Bilingual Special Ed Approval.
- Certified to administer ELL testing (ACCESS, Model, and IPT).

Experience / Knowledge

- Previous experience in Special Student Services (preferred).



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- Knowledge of common core standards.
- Knowledge of ELL elementary general education curriculum.
- Knowledge of ELL instructional and resource programs for students with a variety of special education eligibilities.
- Bilingual - Spanish/English - written/verbal required.

Physical Demands

- Ability to work with many interruptions and schedule changes throughout the school day
- Requires prolonged sitting or standing.
- Occasionally requires physical exertion to manually move, lift carry, pull, or push objects or materials up to 30 lbs. with proper technique.
- Occasional stooping, bending, and reaching.

Terms of Employment

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

Employee Signature: _____ **Date:** _____