



JOB DESCRIPTION

Dual Language Biology Teacher

High School Summer School

JOB DESCRIPTION CREATION / REVISION DATE: 01/03/25

POSITION TITLE: Dual Language (Spanish) Biology Teacher – High School Summer School

DEPARTMENT: Office of Schools and Equity & Innovation

REPORTS TO: Summer School Administrator

SUPERVISES: N/A

POSITION GOAL(S):

To provide quality educational experiences during the summer for students requiring intervention for academic promotion.

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, acknowledging a range of abilities of students and cultural backgrounds.
4. Implements current district curriculum and content that is grade level appropriate.
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 schools 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:

1. Must demonstrate knowledge of Common Core State Standards
2. Must exhibit willingness and capacity to use all forms of current instructional technology.

EDUCATION:

1. Bachelor's degree in related subject from a regionally accredited university.
2. Illinois Professional Educator License (PEL) with the appropriate grade level Bilingual Education Teacher-Spanish endorsement (Grades 9-12, 6-12 or PK-12) and a HS Biology or HS Science-Biology endorsement; **OR** an Educator License with Stipulations with a Transitional Bilingual Educator endorsement in Bilingual Education Teacher-Spanish (ELS-TBE) is required.
3. The following Science endorsements (along with the Bilingual Education Teacher-Spanish endorsement) on a PEL are also acceptable: HS Science-Chemistry, HS Science-Earth & Space Science, HS Science-Environment, HS Science-Physics.
4. 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 objects or materials up to 30 lbs. with proper technique.

TERMS OF EMPLOYMENT:

This is a temporary position. Salary and benefits as established by the Board of Education. U-46 reserves the right to terminate the position by the third day of student attendance if a minimum number of students do not register or enroll.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of employees.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____