MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201
JOB DESCRIPTION

Job Title:	**Dual Language Kindergarten Teacher**	Reports To:	**Building Administrator and Emerging Bilingual Coordinator**
Pay Schedule/Range:	**Per MEEA Contract**	FLSA Status:	**Exempt**
Prepared/Revised Date:	**February 2025**	Work Year:	**181 Days**

SUMMARY: Minooka CCSD 201 has a 1.0 FTE opening for a Spanish-speaking Dual Language Kindergarten Teacher. As the Dual Language program is set to begin at the start of the 2026-2027 SY, for the 2025-2026 SY, the chosen candidate will function within the existing programming as a MLL teacher and assist with the development of the Dual Language program. The candidate must be able to facilitate student success and growth by supporting dual language acquisition, implementing district-approved curriculum, addressing the specific educational needs of individual students, and by creating a flexible, safe and optimal learning environment. In accordance with the strategic plan and the mission and vision of the Board of Education, successful candidates are able to provide meaningful feedback to students, parents, and administration and facilitate the academic and emotional growth of students.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building assignment.*

Job Tasks Descriptions
1. Teach courses in the classroom/subject area utilizing the common core/content area standards, Spanish language arts standards, English language development standards, social emotional standards, curricula and materials adopted by the Board of Education.
2. Diagnose the needs of students to provide individual or small group instruction and adapt curriculum as needed based on the identified needs of the students.
3. Collaborate with other teachers in the program to plan, design and implement curriculum.
4. Provide standards based instruction in English/Spanish in all content areas.
5. Maintain accurate, complete and correct records as required by law, district policy and administrative regulations.
6. Administer and/or monitor state, district and local assessments, as required.
7. Submit reports to the appropriate person(s), as required.
8. Communicate with parents, administrators and other applicable school personnel regarding student's academic, biliteracy, and social/emotional progress and accommodations.
9. Participate in curriculum writing and program development, and in the selection of materials and equipment to support biliteracy instruction and learner outcomes.
10. Direct and supervise students, implement MTSS, and maintain and document discipline both in and out of the classroom during the assigned workday.
11. Instructs students using strategies conducive to dual language, such as sheltered instruction, cooperating learning and discovery learning.
12. Develop students' critical analysis skills through group discussions using a variety of mass media and literature.
13. Use subject matter knowledge, teaching and learning, best practices, and technology to facilitate experiences that advance student learning, biliteracy language and academic development, creativity and innovation in both face-to-face and virtual environments.
14. Exhibit legal and ethical behavior in their professional practices; follow and implement all district rules, regulations, and practices and policies.
15. Demonstrate a high level of professionalism with the ability to maintain confidentiality and personal flexibility in all areas.
16. Continuously improve professional practices, model lifelong learning and exhibit leadership in the school and professional community.

17. Works cooperatively with all staff to deliver educational services relating to the instruction of children.
Job Tasks Descriptions (Cont..)
19. Encourage students to think independently and express original and creative ideas.
20. Participate in / attend building and district meetings, as required and including PLC team meetings.
21. Maintain professional competence through in-service education activities provided by the district and/or in self-selected professional growth activities.
22. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities. Provides appropriate safety instruction.
23. Perform any other duties and responsibilities as may be requested by the Principal or designee.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's Degree Required

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Professional Educator License (PEL) with Bilingual and ESL Endorsements or an Educator License with Stipulations (ELS) with Bilingual and ESL endorsements and proof of program enrollment and passing of content area exam required.
- Valid driver's license
- Criminal background check required for hire; employment contingent on appropriate results.
- Certification of good health signed by a licensed physician

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Effective written, verbal and technology based communication skills
- Displays quality work through accuracy and attention to detail
- Committed to continuous improvement and data based decision-making.
- Works effectively and productively as a member of a team.
- Ability to work with a linguistically and culturally diverse public.
- Ability to communicate effectively in English and Spanish
- Cultural knowledge and ability to develop cross-cultural competencies.
- Demonstrates knowledge and understanding of child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis and research related to learning.
- Solid computer skills in a variety of platforms/programs necessary for the completion of all job responsibilities
- Ability to solve problems independently or work cooperatively in a team
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time management skills, with the ability to prioritize tasks
- Professional attitude and appearance

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE
Reports to:	Building Administrator and Emerging Bilingual Coordinator

	POSITION TITLE	# of Employees
Direct Reports:	None	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move a minimum of 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate. The employee is occasionally required to instruct and copy.