



## JOB DESCRIPTION

<b>Job Title</b>	Multilingual (ML) Teacher
<b>Department</b>	Multilingual Education Department
<b>Reports To</b>	Building Principal
<b>Classification</b>	Certified
<b>Location</b>	
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	189 Days

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Job Summary

The Multilingual (ML) Teacher is responsible for supporting multilingual students' language acquisition, drawing on their linguistic, cultural, and community strengths. They evaluate growth and provide instruction that supports students' English language acquisition while valuing home languages and identities as assets. As the language experts in the school, ML Teachers collaborate and co-teach to create inclusive and equitable learning environments that promote academic success using WIDA English Language Development Standards.

## Essential Job Functions

- Serve as a resource to classroom teachers to support ML students in achieving academic success.
- Apply research-based language acquisition strategies to increase English proficiency for students who speak a language other than English at home.
- Advocate for the academic, social, and cultural needs of ML students.
- Assess language proficiency and recommend individualized support based on WIDA ELD Standards.
- Administer language screeners and the WIDA ACCESS assessment.
- Maintain accurate ML cumulative files and communicate updates to Student Services.
- Assist in the creation of schedules that meet the diverse needs of language learners.
- Establish and maintain individual language goals and monitor student progress.
- Connect ML families to school events, programs, and resources.
- Support staff in integrating culturally and linguistically responsive practices into classroom instruction.
- Participate in ongoing professional development, ML staff meetings, and collaborative planning.
- Collaborate with Bilingual Education Assistants to support instructional delivery, including helping establish daily schedules and providing guidance on instructional support practices, without assuming supervisory or evaluative responsibilities.
- Follow the Multilingual Education Department's policy handbook, professional development guides, and required documentation.

### **Ancillary Job Functions**

- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Bachelor’s Degree in Education from an accredited university.
- Elementary or Secondary Educator License and DPI ESL License (395).
- Completed or committed to Act 20 reading training within one year (for educators teaching K–3 reading/language arts).

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Three years of successful classroom teaching experience at the elementary level.
- Wisconsin DPI Bilingual-Bicultural Education Supplemental License (add-on to a current teaching license).

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Strong interpersonal, communication, and organizational skills.
- Ability to differentiate instruction, integrate culturally responsive teaching, and support multilingual learners.
- Knowledge of collaboration, team teaching, special education, curriculum, and assessment.
- Experience working with multilingual learners in a school setting.
- Familiarity with WIDA Standards and language proficiency frameworks.
- Can build and maintain effective relationships with administrators, staff, students, and families.
- Serve as a positive role model for students.
- Demonstrates an understanding and use of equitable, culturally, and linguistically responsive practices and differentiation in educational practices to address achievement gaps.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal classroom environment and moderate noise levels.

**Physical Requirements** – The physical demands 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 essential functions.

- Ability to talk, hear, grasp, reach, and perform repetitive hand/wrist movements.
- Must remain free of alcohol or illegal substances in the workplace (Policy 4122.01).