



Job Description

Position Title: Bilingual Teacher

Employee Group: Teacher

FLSA: Exempt

Supervisory Responsibilities: Students; Limited over assigned paraprofessionals in conjunction with building administration

Reports to: Building Administration and Director of Student Services

Qualifications:

1. Appropriate Wisconsin Department of Public Instruction Certification for assigned subject/grade level.
1. Wisconsin Department of Public Instruction Certification in Bilingual Education (023 / 1023)
2. Proficiency in oral and written communication skills English and another language.
3. Ability to assume responsibility, display initiative, think critically and exercise good judgment.

Preferred experience:

Wisconsin Department of Public Instruction Certification 395 (ESL).

Working with diverse student populations, including students with disabilities and English Learners.

Integrating technology into instruction.

Participation in collaborative teaching teams or professional learning communities.

General Responsibilities:

Provides instruction and guidance to students in accordance with the district's curriculum, state standards, and individual student needs in English and a second language. Fosters an engaging, inclusive, and supportive learning environment that promotes academic achievement, social-emotional growth, and lifelong learning.

Essential Functions: *Other duties may be assigned. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents.*

ESSENTIAL FUNCTIONS:

A. Instructional

- Plan language learning instruction that is consistent with district-approved curriculum to increase English and a second language proficiency (listening, speaking, reading, and writing skills) for students who speak a language other than English at home.

- Prepare and deliver lesson plans and activities using a variety of instructional strategies and materials that are appropriate for the stated instructional objectives and needs / ability of the students involved.
- Creates a supportive learning environment for all students that encourages social interaction, active engagement in learning and self-motivation.
- Develops appropriate formative and summative assessments to guide instruction and assess student learning.
- Communicate student academic and behavioral progress to families and appropriate internal stakeholders.
- Establishes appropriate plans for substitute teachers.

B. Bilingual Instruction

- Provide English and a second language instruction to identified EL students aligned with district curriculum, state standards, and students' individual language needs.
- Collaborate with and serve as a resource to classroom teachers to adapt lessons and assessments for EL students to access academic content and grow language skills across subject areas.
- Support bilingual students in state and local standardized testing as indicated by their ILP
- Serve as a liaison between school and EL families, connecting them with school events, using interpreters or translation services as needed.
- Communicate language needs and progress of bilingual students with classroom teachers, administrators, and families; advocate for the needs of the EL students.
- Collaborate with school counseling staff to create a schedule that best meets the needs of EL students.

C. Classroom Management

- Meets and instructs the students in assigned locations at the designated time.
- Adheres to district and school policies regarding student discipline and creation of consistent, positive and proactive school climate.
- Establishes and maintains standards of student behavior needed to achieve an optimal, supportive and safe learning atmosphere in the classroom.
- Communicates expectations regarding student behavior to students and families.
- Keeps building administration and support personnel informed regarding behavioral situations that may warrant their attention.

D. Professional

- Attends and actively participates in required District professional development programs, promoting and contributing to Bilingual PD opportunities within the school district.
- Participates in required staff meetings, open houses and conferences.
- Collaborates, supports and promotes the building and district's professional learning community.
- Develops and maintains positive and cooperative professional relationships with other school staff, stakeholders, and the community.
- Maintains awareness of, follows and implements all district policies, procedures and rules and applicable state and federal law.
- Cares for district resources, equipment and materials assigned to them and reports concerns regarding facilities to the designated supervisor.

E. Building and District

- Keeps accurate records and files required reports on a timely basis (e.g. report cards, attendance, progress reports, grading)
- Adheres to District budgetary processes and controls.
- Provides supervision in non-classroom areas and situations in accordance with the building student management plan.
- Promotes and maintains a safe and healthy environment in the classroom and building.
- Responds to internal and external voicemail and email communications in a timely fashion.
- Provides direction and supervision for all activities to which they are assigned (coach, director, supervisor, advisor, chaperone, etc.)
- Participates in the development and implementation of District goals and plans; supports the development and implementation of school improvement initiatives.
- When applicable, provides direction and/or supervision for teaching assistants, paraeducators, student teachers, interns, and substitutes.

F. Other Functions

- Follows district policies and promotes a positive image of the District at all times.
- Perform other responsibilities as assigned by the building principal
- Properly handles confidential matters relating to students, staff and district records.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, Abilities

- Written and verbal communication in English and a second language; write reports and business correspondence.

- Read and interpret documents such as IEP's, 504's, District reporting forms, procedure manuals and curriculum guides.
- Strong knowledge of second language acquisition theory and instructional best practices
- Skill in designing and delivering differentiated instruction.
- Ability to communicate and collaborate with diverse groups of administrators, staff, students and families.
- Knowledge of instruction and assessment practices, child development, brain development and best practices in education.
- Ability to apply common sense understanding to carry out instructions furnished in written, verbal, digital, or diagram form.
- Ability to define problems, collect data, establish facts, and draw valid conclusions and deal with problems involving several abstract and concrete variables in dynamic instructional settings.
- Knowledge of conflict resolution and crisis de-escalation techniques.
- Ability to maintain good relationships with others. Good human relations skills.
- Ability to use job-related equipment and technology using pertinent software applications.
- Ability to create an inclusive and culturally responsive classroom environment.
- Ability to work independently; Strong organizational and time management skills.
- Knowledge of the current Wisconsin DPI EL policy handbook, WIDA standards, and other program specific documents, including programming guide and required forms.
- Cultural competence and sensitivity to the needs of diverse learners.

Physical Demands

The usual and customary duties require the following physical demands: Work involves walking, sitting, standing, bending, twisting, turning, lifting and carrying up to 25 pounds, and reaching. Ability to sit for prolonged periods of time. Phone and computer use. Manual dexterity using fine and gross motor skills is necessary. Good vision and hearing with corrective devices, as needed. Specific vision abilities required by this job include close vision to read and far vision to supervise students. The employee is directly responsible for safety, well-being or work output of other people. The position requires the individual to meet multiple demands from several people and interact with the public and other staff. The ability to talk, hear, and express and understand ideas and thoughts are constantly required.

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout their employment in the district.

Work Environment

This job is performed indoors in a group setting and occasionally outdoors. The noise level in the work environment is moderate to loud. May be exposed to bodily fluids and communicable diseases in a school environment, with proper protective measures provided. Duties as assigned may include travel within a single building or between buildings and a driver's license may be required for some assignments.

Legal Ref.: Sections 118.19 Wisconsin Statutes
121.02
PI 34

Adopted: September 2025