

Killeen Independent School District Job Description

Job Title: Bilingual, ESL, Migrant and Immigrant Specialist
Reports To: Director for Elementary Curriculum and Professional Development
FLSA Status: Exempt

SUMMARY

Coordinates the district's bilingual, ESL, Title I, Part C (Migrant), and Title III (Immigrant) programs while promoting a teaching staff that is highly qualified and able to help all students achieve challenging academic achievement standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Coordinates all aspects of the district's bilingual, ESL, Migrant, and Immigrant programs.

Provides professional development that improves the knowledge of teachers, campus leadership and paraprofessionals in content knowledge and instructional practices for second language acquisition students that are scientifically based and aligned with district philosophy.

Develops and implements initiatives to promote retention of highly qualified teachers and campus leadership, including programs that provide teacher induction and mentoring (e.g., providing new program teachers the necessary information and understanding to increase the probability of early success in the implementation of the curriculum and assigned duties).

Provides expertise on second language acquisition and other matters related to bilingual, and ESL programs to include Language Proficiency Assessment Committee (LPAC).

Completes the annual Bilingual Exception Application or ESL waiver to TEA

Provides professional development support designed to improve the quality of educational leaders including the development and support of leadership academies.

Coordinates the collaborative development and revision of curricula to meet literacy demands of the bilingual and ESL program students.

Utilizes content area and specialization skills to provide instructional leadership in curriculum planning.

Identifies, evaluates, recommends, and distributes selected instructional materials to enhance the learning process specific to second language learners.

Maintains participation, eligibility, and attendance records on all district Limited English Proficiency (LEP) students.

Coordinates all federal and state requirements for bilingual, ESL, Migrant and Immigrant programs (e.g., student identification, records maintenance, annual program evaluations, parental meetings, chair meetings with campus LPAC contacts, campus expenditure monitoring, and compliance monitoring).

Participates in conferences between district personnel and parents in matters related to bilingual and ESL programs.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

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.

EDUCATION and/or EXPERIENCE

Master's degree and five years teaching experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Teaching certificate in English as a Second Language and elementary bilingual education required and Principal Certificate preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general educational periodicals, professional journals, technical procedures, or governmental laws and regulations. Ability to write reports, educational correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, teachers, staff and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability, statistical inference, and advanced statistical theory. Ability to apply concepts such as fractions, percentages, ratios, and proportions.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES

Ability to use a personal computer and related software packages.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

WORK ENVIRONMENT

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate. Individual is expected to spend time in all school environments on at least limited bases and have some interaction with students of all ages. Work schedule extends to evening and weekends, frequently.

Revised Date: October 30, 2018

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.