

**Killeen Independent School District
Job Description**

Job Title: Biliteracy Learning Specialist

Reports To: Chief Learning Officer for Elementary Schools

FLSA Status: Exempt

SUMMARY

Designs, implements, and provides professional development on a variety of activities for bilingual teachers to help students achieve challenging academic achievement standards. Works cooperatively with district personnel so that a consistently high standard is implemented and maintained in the area of advanced academic progress.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

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

Develops, implements, and provides professional development on initiatives to promote retention of highly qualified Biliteracy teachers and campus leadership, including programs that provide teacher induction and mentoring.

Shares effective instructional strategies with Biliteracy teachers individually and/or in workshop settings and provides expertise on biliteracy instruction to collaborative groups of bilingual teachers and administrators.

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

Provides individual and/or group instructional coaching for Biliteracy teachers to improve classroom instruction for all learners.

Provides professional development to Biliteracy teachers on ways to make and adjust instructional decisions based on assessment data.

Assists in the implementation of Biliteracy teacher advancement initiatives that promote professional growth and emphasize multiple career paths, such as paths to becoming a mentor teacher, career teacher, or exemplary teacher.

Coordinates the collaborative revision of curricula to meet the needs of Biliteracy teachers.

Utilizes content area and specialization skills to provide professional development to Biliteracy teachers on updated curriculum.

Assists in the selection, organization, and implementation of instructional materials to enhance the learning process specific to bilingual learners.

Provides instructional leadership and professional development on newly adopted textbooks.

Provides instructional and curriculum support for the following PK-5 programs: Bilingual and ESL programs.

Conducts annual program evaluations, as needed.

Oversees data collection and reporting of student/program information as directed.

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. There may be alternatives to the below qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree required; Master's degree and instructional coaching experience preferred. Three years of self-contained elementary classroom teaching experience required. Bilingual certification and bilingual experience required.

CERTIFICATES, LICENSES, REGISTRATIONS

Texas teaching certificate.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from students, administration, staff, parents, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to walk. The employee must regularly lift and carry (15-44 pounds); occasionally lift and carry (45 pounds and more); may lift and move textbooks and classroom equipment. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.