Job Title: **Bilingual/ESL Coordinator**

Reports to: **Bilingual/ESL Director**

Dept./School: **Curriculum & Instruction**

Primary Purpose:

Coordinate the district program for bilingual students. Collaborate with district staff and outside personnel to provide educational opportunities for bilingual students.

Qualifications:

Education/Certification:

Bachelor's degree
Valid Texas teaching certificate with endorsement in Bilingual or ESL education

Special Knowledge/Skills:

Ability to organize and coordinate districtwide program
Ability to interpret data
Knowledge of curriculum and instruction
Knowledge of strategies and materials for the education of bilingual students
Strong organizational, communication, and interpersonal skills
Ability to communicate effectively with bilingual parents and students

Experience:

Three years experience as a bilingual teacher

Major Responsibilities and Duties:

Program Management

1. Implement procedures and coordinate the process to identify bilingual students at all grade levels district wide, including review of student data and testing of students.

2. Develop and revise bilingual curriculum as needed.

3. Assist teachers to develop and provide bilingual students with appropriate course work through curriculum modification, acceleration, etc.

4. Develop and conduct or arrange for staff development sessions, including sessions on various instruction methods, enriched learning in classroom settings, and methods for identifying bilingual students.

5. Develop and coordinate a continuing evaluation of the bilingual program and implement changes based on the findings.

Consultation

6. Provide resources and materials to support staff in accomplishing program goals.

7. Consult with parents, administrators, counselors, teachers, community agencies, and other relevant individuals regarding bilingual students.

8. Plan and conduct parent meetings, including parent advisory committee meetings.

Policy, Reports, and Law

9. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.

Supervisory Responsibilities:

None.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Maintain emotional control under stress. Frequent prolonged and irregular hours. Frequent district wide travel.

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

Signature: **Date:**