



San Benito Consolidated Independent School District

Human Resource Office

240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title: Director of Bilingual Education
Reports to: Asst. Supt. of Academic Services
Works with: District Personnel
Dept. /School: District wide

Exemption Status: Exempt
Pay Grade: 06
Days: 226
Date Revised: 06/11/2020

Primary Purpose:

The role of the Director of Bilingual Education is to provide administrative expertise and leadership relative to the Bilingual/ESL Education program in the district, as requested, in a manner consistent with Board Policy and consistent with statutes and standards of regulatory agencies.

Prerequisites:

- Master's Degree;
- Professional Mid-Management Certificate;
- Bilingual Certification;
- Three years teaching experience; and
- Three years administrative experience.

Major Responsibilities and Duties:

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 Bilingual and English-As-A-Second language (ESL) curricular documents and instructional support materials. Provide resources and materials to support staff in accomplishing program goals.
3. Work with other District Directors, Coordinators, and Administrators to establish and maintain challenging academic standards that will ensure that students learn English as well as content information and exit the bilingual/ESL programs within established timeframes.
4. Consult with teachers to develop and provide bilingual students with appropriate course work through curriculum modification and acceleration.
5. Observe classroom instruction and provide feedback and assistance to classroom teachers to facilitate improvement and innovation as needed.
6. Plan and provide staff development including sessions on methods for identifying and instructing bilingual students and enriched learning.
7. Plan and conduct parent meetings. Consult with parents, administrators, counselors, teachers, community agencies, and other relevant campus parental liaisons to ensure that the student's needs are met.

8. Evaluate the bilingual program's effectiveness based on evaluative findings (including student achievement data) and recommend changes as need.
9. Contribute to the selection and purchase of supplemental equipment and supplies for the program.
10. Participate in grant-writing activities to obtain program funding.
11. Compile, maintain, and file all reports, records, and other documents required.
12. Administer and direct bilingual education in the district's schools according to district philosophy, monitor all programs, i.e., LPAC, etc., maintain forms and reports as required to ensure that federal, state, and local policies and guidelines are followed.
13. Assist in the preparation of a budget for the Bilingual Education Program and assist in the supervision of funds allocated for bilingual education to ensure that all federal, state and local criteria is met.
14. Demonstrate ability to effectively communicate both in oral and written manner in English and Spanish.
15. Assist in coordinating the Bilingual Education Program with other educational areas of the district's schools, working cooperatively with the curriculum department and other special program departments to present a functional and unified program.

Mental Demand/Physical Demand/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Frequent districtwide travel; occasional statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature:

Date

Administrator Signature:

Date