**Coordinator of Bilingual Curriculum & Instruction**

**Employee Name (Print):**

**Reports To:** Director of Humanities

**Dept/Campus:** Instructional Services **Paygrade:** Pro-4

**Wage/Hour Status:** Exempt **Date Revised:** June 2020

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE:**

To support the effective implementation of English Learner instruction for grades PK-12. Provide leadership in the development and alignment of curriculum and assessments for the assigned instructional program.

**QUALIFICATIONS:**

**Education/Certification:**

Master’s degree preferred

Texas Mid-management or other appropriate Texas certificate

Certified Texas Teacher Evaluation and Support System (T-TESS appraiser preferred)

**Special Knowledge/Skills:**

Knowledge of curriculum and instruction – A comprehensive understanding and working knowledge of language acquisition and dual language programming

Bilingual – English/Spanish preferred

Ability to evaluate instructional program and teaching effectiveness

Ability to manage budget and personnel

Ability to interpret policy, procedures, and data

Strong communication, public relations, and interpersonal skills

Calm and patient demeanor with students and others

**Experience:**

Three years experience as a classroom teacher

Two years experience in instructional leadership role

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Lead the process of development and annual revision of district curriculum documents for Spanish language arts/reading.
2. Collaborate in the development and alignment of PK-12 curriculum based upon continuing systematic review and analysis.
3. Collaborate with instructional staff in evaluating and selecting aligned instructional materials/resources to meet English Learner needs.
4. Work collaboratively with content coordinators and instructional coaches PK-12 to effectively implement components of the English Learner program.
5. Collaborate with the Coordinator of Multilingual Education for continuous improvement and alignment of services for English Learners.
6. Provide leadership in the design, implementation, and analysis of student assessments.
7. Apply research and data to improve the content, sequence, and outcomes of the teaching-learning process.
8. Participate in grade level meetings for the purpose of fostering connections, planning high quality instruction, and reviewing student work.
9. Support teachers by modeling instructional strategies and lessons, developing and modifying lesson plans, supporting teachers in a variety of ways to learn, and expanding teacher understanding of current educational research and knowledge.
10. Support and share best practices with teachers to ensure quality implementation of English Learner strategies.
11. Provide instructional coaching to all teachers to assist with planning high quality engaging lessons, which align to the district curriculum, and support the needs of English Learners.
12. Engage collaboratively in the campus-wide and district-wide efforts to build a shared vision and supportive culture, identify common goals, and monitor and evaluate progress toward those goals.
13. Participate actively in data analysis from multiple sources, examining student work, and making decisions to identify gaps and recommend interventions.
14. Plan the necessary time, resources, and materials to support accomplishment of educational goals.
15. Ensure that district goals and objectives are developed using collaborative processes and problem-solving techniques when appropriate.
16. Actively support the efforts of others to achieve district goals, objectives, and campus performance objectives.
17. Obtain and use evaluative findings (including student achievement data) to examine curriculum and instruction program effectiveness.
18. Secure consultants, specialists, and other community resources to assist principals and instructional staff in attaining objectives.
19. Develop and facilitate professional development opportunities for teachers, administrators, and support staff in curriculum, instruction, and assessment strategies that promote achievement for all English Learners.
20. Actively seek training and information, which will enhance skills and knowledge, related to responsibilities.
21. Articulate the district’s mission, instructional philosophy, and curriculum implementation strategies to the community and solicit their support in realizing the mission.
22. Implement policies established by federal and state law, State Board of Education rule, and local board policy in curriculum and instruction area.
23. Compile, maintain, and present all reports, records, and other documents required.
24. Demonstrate behavior that is professional, ethical, and responsible and serve as a role model for all district staff.

**SUPERVISORY RESPONSIBILITIES:**

Coordinate the duties and responsibilities of the instructional coaches to ensure their effectiveness on the campus.

**WORKING CONDITIONS:**

**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 will be made if necessary:**

**Mental Demands:**

Ability to communicate effectively (verbally and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress; maintain a clear focus on customer service; ability to manage others in a non-coercive manner

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the facilities. Duties also require repetitive hand motions; prolonged use of computer; moderate standing, stooping, bending, lifting/transport of up to 50lbs.Frequent district-wide and occasional statewide travel; occasional prolonged and irregular hours.

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.

Employee Date

Supervisor Date