

**Job Title:** BILINGUAL/ESL STRATEGIST  
**Reports to:** Campus Principal  
**Dept./School:** Campus and Curriculum and Instruction  
**Wage/Hour Status:** Exempt  
**Date Revised:** July 23, 2018

### **Primary Purpose**

The Bilingual/ESL Strategist will work as a colleague with bilingual and ESL classroom teachers to support student learning. The Bilingual/ESL Strategist will focus on individual and group professional development that will expand and refine the understanding about research-based effective instruction. In order to meet this purpose, the Bilingual/ESL Strategist will provide personalized support based on the goals and identified needs of individual teachers.

## **QUALIFICATIONS**

### **Education/Certification**

Certified Teacher in Bilingual or ESL Education  
Master's degree in Education or appropriate area (preferred)  
Experience in bilingual or ESL classroom setting  
Experience in research-based instructional practices  
Proficiency with curriculum and data analysis software  
Desire to continue career improvement

### **Special Knowledge/Skills**

- Knowledge of curriculum and state standards (TEKS)
- Strong foundational knowledge of the state English Language Proficiency Standards (ELPS)
- Strong organizational, communication and interpersonal skills
- Ability to interpret policy, procedures, and data
- Ability to coordinate, plan and implement state/district initiatives
- Facilitate the intellectual and professional development of teachers
- Create positive relationships with teachers and administrators
- Communicate and demonstrate research-based instructional practices that result in increased student performance
- React to change productively and handle other tasks as assigned
- Bilingual/Bi-literate

### **Experience**

Five years of Bilingual or ESL classroom experience preferred.  
Experience in other instructional leadership roles

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **Instructional and Program Management**

1. Demonstrate willingness to assume leadership positions.
2. Demonstrate knowledge and model research-based instructional strategies that engage Bilingual/ESL students.
3. Provide organized, individual and group learning opportunities for teachers as needed.
4. Demonstrate knowledge and monitor the implementation of Proficiency Level Descriptors and ELL progress measures.
5. Align Bilingual/ESL components, such as ELPS and other resources, into district curriculum documents.

6. Provide additional support in the creation of resources in both English and Spanish.
7. Analyze student data to provide support in the implementation and monitoring of bilingual and ESL interventions and identify and monitor ELL progress measures for students.
8. Demonstrate a thorough knowledge of curriculum and core content areas to assist in the development of district curriculum documents.
9. Mentor teachers to provide support in areas of need to improve instruction.
10. Facilitate ongoing professional development (ex. QTEL, Shelter Instruction) for all instructional personnel.
11. Manage time and schedule flexibility that maximizes teacher schedules and learning.
12. Work collaboratively toward meeting identified district and campus improvement goals.
13. Develop and maintain a confidential, collegial relationship with all personnel.
14. Attend and facilitate LPAC training in order to provide campus guidance and support for instructional placement and monitoring of English language learners.
15. Work cooperatively with Bilingual/ESL Coordinator to provide information and guidance for campus and district compliance to include entry and exit level assessments.
16. Work cooperatively with central office staff, principals, appropriate campus personnel in the development and implementation of appropriate instructional services.

### **Policy, Reports, and Law**

17. Implement the policies established by federal and state law, State Board of Education rule, and local board policy in curriculum, and state initiatives.
18. Ensure compliance with state and federal guidelines, laws and policies by working collaboratively with District personnel at all levels.
19. Assist with compilation and maintenance of reports, records, and other documents required in meeting state and other regulatory guidelines.

### **Communication**

20. Provide for two-way communication with principals, teachers, staff, parents and community.
21. Demonstrate skill in conflict resolution with all stakeholders.

### **Professional Growth and Development**

22. Perform duties in a professional, ethical and responsible manner as defined in the District policy and in the Texas Code of Ethic for Educators.
23. Exemplify loyalty through professional behavior, action and word to the District, Board of Trustees, colleagues and supervisor.
24. Maintain an awareness of events, publications and current legislation pertinent to curriculum, instruction and staff development.

**Other**

- 25. Perform other duties assigned by supervisor.
- 26. Maintain confidentiality of information.

**Supervisory and Instructional Responsibilities**

- 27. Assist Bilingual/ESL teachers and instructional aides with various models, classroom management, lesson plan development, etc. as needed.

**WORKING CONDITIONS**

**Mental Demands/Physical Demands/Environmental Factors**

Frequent district-wide and occasional state-wide travel. Occasional prolonged and irregular hours.

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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.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_