

Job Title: COORDINATOR, BILINGUAL/ESL COMPLIANCE
Reports to: Director for Bilingual/ESL Program
Dept./School: Federal/Bilingual/ESL Programs
Wage/Hour status: Exempt
Date Revised: October 18, 2021

Primary Purpose

To ensure the district's Bilingual and ESL Program effectively meets all compliance and regulations required by Federal and State guidelines. To ensure compliance with all LPAC procedures, ensure accurate placement of students, and ensure all documentation is provided to the appropriate departments for reporting. To assist the Bilingual/ESL Director with the effective monitoring of students in the program in an effort to increase the language development, improve student academic achievement, and strive towards meeting exit criteria.

QUALIFICATIONS

Education/Certification

Bachelor's Degree (Required)
Master's Degree (Preferred)
Texas teaching certificate
Valid Bilingual Certification

Special Knowledge/Skills

Strong organizational, communication and interpersonal skills.
Ability to work effectively and cooperatively with students, parents, campus administration and community.
Ability to assume leadership role and keep a variety of activities schedule
Familiarity with Federal and State Program rules and regulations
Familiarity with the LPAC process

Experience

Three years teaching experience

MAJOR RESPONSIBILITIES AND DUTIES

Program Management

1. Assist all campuses with completion of LPACs and serve as the LPAC administrator, when necessary.
2. Ensure all campuses submit completed paperwork for LPACs within the appropriate compliance period.
3. Monitor, document, and compile compliance evidence on a monthly basis, to also include LPAC procedures as conducted at the campus level.
4. Monitor, document and compile compliance evidence on the progress of Bilingual/ESL students on a six-week basis to be submitted to the Director of Bilingual/ESL Programs.
5. Ensure the Bilingual/ESL clerks submit the required paperwork for PEIMS compliance.
6. Provide all campus administrators with updated Bilingual/ESL student counts on a six-weeks basis.
7. Administer required assessments to new students enrolling in the district, during the summer and when a campus needs assistance.
8. Order all assessment materials in preparation for student testing.
9. Stays up to date on any changes at the state level that may impact the Bilingual/ESL program, specifically changes that may impact the LPAC process or documentation.

10. Reviews and updates forms and documents to ensure compliance and notifies LPAC chairs of changes and/or provides updated forms.
11. Is well versed on all LPAC processes and/or procedures.
12. Provides guidance and assistance to campuses on the LPAC process.
13. Trains and provides additional support to new LPAC chairs as needed.
14. Trains parents serving on the LPAC committee on the LPAC process and compliance.
15. Provides any other type of training needed as it relates to compliance documentation.
16. Conducts trainings on language assessments as needed.
17. Keeps Bilingual/ESL Director informed of any relevant information as it pertains to the program, compliance or is student-related.

District and Campus Level Responsibilities

18. Foster collaborative educational efforts among staff by supporting the district's philosophy, mission and its commitment to planning and decision-making.
19. Monitor student placement, student achievement, and ensure documentation compliance for exited students.

Community Coordination

20. Promote the continuous enhancement of a climate conducive to open communication and productive work with schools and community partnerships.
21. Works in conjunction with the District Bilingual/ESL Parental Liaison to coordinate parental involvement training sessions and workshops to assist and inform parents of resources available for student access.
22. In conjunction with the District Bilingual/ESL Parental Liaison, compile various resources available in the community that render services to person's interest and/or needs.
23. Inform the Director of Bilingual/ESL Programs regarding the status of all projects undertaken and requests received internally or externally.

Policy, Reports and Law

24. Compile, maintain and file all physical and computerized reports, records, and other documents as required.
25. Adhere to policies established by federal and state law, State Board of Education rule, and the local board policy.

Other

26. Assist in developing and disseminating District Parent Informational Newsletters.
27. Assist in creating and maintaining content for a district webpage for parent information with regards to resources and upcoming meetings and/ or trainings and workshop
28. Maintain confidentiality of information.

- 29. Attends LPAC meetings as needed to ensure all documentation is properly and effectively completed.
- 30. Audit Bilingual/ESL folders: beginning, middle and end of year for accuracy and provide an updated spreadsheet each period with campus counts and information to the campus LPAC Chair, the Bilingual/ESL Director and campus principal.
- 31. Conducts follow-up folder audits to ensure any reported missing information in LPAC folders has been completed.
- 32. Perform other duties assigned by supervisor.

Supervisory Responsibilities

- 33. Supervises Bilingual/ESL Data Entry Clerks

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; coordinate multiple projects, meet deadlines. Frequent prolonged and irregular hours; frequent district-wide and occasional state or national 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.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____