

Job Title: CURRICULUM COORDINATOR, BILINGUAL/ESL
Reports to: Director of Bilingual
Dept./School: Bilingual Department
Wage/Hour Status: Exempt
Date Revised: March 30, 2026

Primary Purpose

Evaluate and provide leadership for the District Bilingual/ESL program. Responsible for the effective and efficient coordination and implementation of Bilingual curriculum, instruction and staff development to meet the needs of all eligible emergent bilingual students.

QUALIFICATIONS

Education/Certification

Master's degree in Education or appropriate area
Valid Texas teaching certificate with endorsement in Bilingual/ESL Education
Texas Mid-management certificate or other appropriate Texas Principal Certificate, preferred

Special Knowledge/Skills

Ability to organize and coordinate district-wide 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. Facilitate the development of quality curriculum in accordance with the Department Curriculum and Instruction.
2. Develop and revise bilingual curriculum as needed.
3. Ensure effective implementation and articulation of the curriculum.
4. Assist teachers to develop and provide bilingual students with appropriate course work through curriculum modification, acceleration, etc.
5. Provide ongoing support for the effective use of research-based bilingual/ESL instructional practices through staff development.
6. Provide staff development to teachers, aides, teacher assistants, and other staff to increase their skills and knowledge in meeting the needs of bilingual/ESL students.
7. Coordinate staff development and collaborative meetings for bilingual self-contained teachers.
8. Analyze and disaggregate assessment data to examine the effectiveness of the curriculum for the purpose of addressing the learning needs of bilingual/ESL students and implementing changes based on this data.
9. Conduct walk-throughs to monitor and ensure that instruction is effective and rigorous and provide productive feedback that will assist teachers in improving instruction for the academic advancement of bilingual/ESL students.
10. Analyze bilingual/ESL student achievement data to identify campus and district instructional needs and arrange/conduct for training based on those needs.
11. Provide training and ongoing instructional support to bilingual/ESL teachers and campus instructional personnel using research-based practices that promote the academic growth of emergent bilingual students.

12. Ensure bilingual/ESL program implementation complies with current state and federal laws and regulations, including LPAC procedures, documentation standards, and TEA guidance.
13. Support campuses in the implementation of ELPS-aligned instruction and the integration of language objectives.
14. Coordinate Bilingual summer school program (Ready, Set, Learn & Jump Start) and the selection of key personnel, development of curriculum, and attainment of necessary instructional materials and supplies.

Consultation

15. Provide resources and materials to support staff in accomplishing program goals.
16. Meet with key personnel of non-academies to determine the data-based needs of teachers and students and provide professional development based on those needs.
17. Work cooperatively with campus administrators and instructional staff in the development and implementation of staff development and instructional services to improve bilingual/ESL student achievement.
18. Secure consultants as needed to assist in building the capacity of bilingual/ESL staff for the purpose of attaining objectives and goals set by the district.
19. Collaborate with Parent/Community Bilingual/ESL Coordinator conduct staff development for parents of bilingual/ESL students as needed.

Climate

20. Communicate and promote high expectation levels of staff and student performance in an enabling, supportive way; provide proper recognition of excellence and achievement.
21. Establish and maintain an environment which is conducive to positive staff morale and directed towards achievement of the department/district's mission.
22. Communicate effectively with students, staff, parents and community about the bilingual program's goals, expectations and initiatives.
23. Mediate and facilitate effective resolution of conflicts in a timely fashion.
24. Has a clear sense of the department/district's mission; actively involves all stakeholders in planning and decision-making in order to accomplish the mission.
25. Initiate and support programs and actions that facilitate a positive, caring climate for learning and an orderly, purposeful environment.
26. Establish a continuous focus on student growth and learning with established timelines for meeting performance objectives.

School Improvement

25. Identify, analyze, and apply research findings to facilitate improvement in the Bilingual program.
26. Develop, maintain, and utilize appropriate information systems and records necessary for attainment of the bilingual department's mission.

Budget and Inventory

27. Assist with the selection and purchase of supplemental equipment and supplies for the program.

Policy, Reports, and Law

28. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
29. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.

Other

- 30. Perform other duties assigned by supervisor.
- 31. Maintain confidentiality of information.

Supervisory Responsibilities

- 32. 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.

Reviewed by: _____

Date: _____

Approved by: _____

Date: _____