SOCORRO INDEPENDENT SCHOOL DISTRICT
Department of Human Resources

JOB DESCRIPTION

Job Title: Coordinator of Bilingual Program
Salary Block: 104

Reports To: Director of Bilingual Education
Terms of Employment: 226 Days

Exemption Status: Exempt

Primary Purpose:
To provide assistance in the leadership in the district’s Bilingual Education program and to assist in the
administration of the program to meet the needs of all eligible limited English proficient students.

Qualifications:

Education/Certification:
- Master’s Degree
- Mid-Management Certification or Principal Certification (Preferred)

Special Knowledge/Skills:
- Demonstrated leadership abilities in English as a Second Language instruction and Bilingual Education
- Demonstrates Strong leadership and collaboration skills.
- Demonstrate effective communication and interpersonal skills.
- Demonstrate strong organizational and presentation skills.

Experience:
- Three years’ experience in a coordinator and/or facilitator position related to Bilingual Education

Major Responsibilities and Duties:
1. Be involved in the collection, analysis and interpretation of LEP students’ performance data and the
development of campus goals and instructional programs.
2. Assist in applying the findings of research, best practices and District studies to improve content, sequenc ing and outcomes of the teaching/learning process for LEP students.
3. Develop and implement a plan for continuous training and communication with parents and community.
4. Conduct audits of campus LPAC documents in the student’s cumulative records such as, but not limited to: Home Language Survey, Bilingual/ESL Permission Letter, English/Spanish Oral Language Proficiency Test (OLPT), student assessment data, monitoring forms and beginning, middle and end of year documentation.
5. Work with appropriate staff to gather data, establish or modify goals and objectives, and submit evaluation reports to the Director of Bilingual Education.
6. Work cooperatively with others in carrying out the mission and articulating the vision for the District’s instructional programs as they relate to LEP students.
7. Assist campuses in the preparation for and implementation of the Bilingual/ESL Programs including ESL Academies.
8. Oversee timely submission of required documentation for Instructional/LPAC Aides.

ADOPTED: 2-6-90
AMENDED: 8-19-10, 10-5-16, 6-12-17
Coordinator of Bilingual Program

9. Assist in departmental budgets and monitor campus bilingual budget milestones.
10. Provide guidance and support to LPAC Administrators regarding LPAC procedures and program compliance.
11. Maintain and update the Bilingual/ESL manual in accordance with federal, state and district policies.
12. Oversee timely submission of all English Language Learner (ELL) documents.
13. Collaborate with District and campus PEIMS Clerks to ensure accurate coding of English Language Learners.
14. Follow processes in accordance with the LPAC manual for identification, placement, and review of all ELL students, within PEIMS and District timelines.
15. Plan, lead and/or attend mandatory staff development activities, as needed, to perform job functions and improve performance of Language Learner (ELL) students.
16. Demonstrate ability to differentiate instructional strategies and techniques for LEP students.
17. Demonstrate ability to work directly and collaboratively with parents and campus and district personnel toward the continued success of LEP students.
18. Skilled in technology, including software such as the Microsoft Office Suite.
19. Present information and evidence-based practices to relevant faculty members and staff according to guidelines established by Texas Education Agency, Socorro ISD Board policies, administrative regulations and Socorro ISD Curriculum and Instruction Division.
20. Demonstrate knowledge of campus improvement plan, curriculum standards, and implementation of applicable components.
21. Work collaboratively with campus and district leadership teams to select appropriate books, equipment, and other instructional materials.
22. Uses technology to strengthen the teaching/learning process.
23. Utilize a variety of ways to involve appropriate staff to develop, maintain and revise curriculum documents and Instructional strategies based on systematic review and analysis of LEP student performance data.
24. Assist administrators and staff in the ongoing review of curriculum appropriateness to grade and course requirements.
25. Coordinate data; monitor and oversee the accuracy of reports to TEA.
26. Work cooperatively with IS to ensure proper student coding.
27. Work with teachers, campus administrators, and other appropriate staff in meeting the instructional needs of immigrant students.
28. Upholds and adheres to safety rules and policies of the SISD safety program.
29. Supports the goals and objectives of the school district and follows all district policies.
30. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
31. Demonstrates a high level of independent, ethical, and professional conduct.
32. Performs any other duties as assigned by appropriate supervisor.
33. Provides optimal customer service to all students, employees, parents, community members, and any other stakeholders of the district.

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Ability to communicate effectively (verbal and written); maintain emotional control under stress.

Physical Demands/Environmental Factors: Frequent district-wide travel and occasional statewide travel; occasional prolonged and irregular hours.

ADOPTED: 4-20-09 AMENDED: 8-19-10, 6-12-17
Coordinator of Bilingual Program

This job description 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.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

______________________________________________
Employee Name (please print)

______________________________________________  __________________________
Signature                                      Date

Socorro Independent School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District’s policy of nondiscrimination contact:  (915) 937-0201, 12440 Rojas, El Paso, TX  79928

ADOPTED: 4-20-09 AMENDED: 8-19-10, 6-12-17