



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: Instructional Officer for Dual Language

Salary Block: 104

Reports To: Director of Bilingual Education

Terms of Employment: 226 Days

Exemption Status: Exempt

Primary Purpose:

The role of the Instructional Officer for Dual Language is to provide leadership in the area of elementary dual language, prescribing techniques and procedures to assure that the elementary dual language curriculum shall be in compliance with the requirements set forth through local and state policies and guidelines, coordinating activities in this division with the instructional and administrative services in a manner consistent with Board Policy and consistent with statutes and standards of regulatory agencies.

Qualifications:

Education/Certification:

- Master's Degree
- Valid Texas Teacher's Certificate Generalist with required endorsements in Bilingual Education/ESL
- Valid Texas Driver's License

Special Knowledge/Skills:

- Demonstrated leadership abilities
- Knowledge of dual language curriculum and instruction
- Proficient in oral and written English and Spanish
- Knowledge of state and federal legal requirements
- Strong organizational, communication, and interpersonal skills
- Demonstrate competency in digital-age work and student learning
- Ability to model research-based teaching strategies
- Ability to analyze and interpret data
- Ability to adapt and adjust quickly to changing situation and needs
- Ability to provide critical and constructive feedback
- Ability to prioritize

Experience:

- Three or more years of teaching experience in a bilingual or dual language classroom setting
- Curriculum and assessment development

Major Responsibilities and Duties:

1. Provides leadership and support in the area of dual language instructional setting.
2. Facilitates the development, implementation and evaluation of dual language instructional program.
3. Assists campuses with the improvement of instruction in areas identified as deficient by the Academic Excellence Indicators System and District assessments.

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4. Works with instructional support staff to provide the necessary resources to schools so that district and campus goals can be achieved.
5. Ensures that the instructional program is sensitive to the needs of all students including “at risk” and special population students.
6. Works with staff to ensure vertical and horizontal continuity and articulation of the dual language instructional program throughout the district.
7. Assists administrative and teaching staff in effecting desirable curricular changes and in the preparation of curricular materials for the dual language program.
8. Assists in designing and operating a district-wide staff development program that addresses achievement of district goals, objectives, and dual language instructional initiatives.
9. Coordinates the development of unit and district assessments for dual language program.
10. Uses data as a basis for analysis and discussion.
11. Communicates with the district and campus administrators to find out their concerns and suggestions for the dual language instructional program.
12. Stays apprised of governmental statutes, regulations and rules relating to curriculum and instructional programs.
13. Assures the enforcement of the policies, standards and objectives established by the Board of Trustees, District Administration, the Texas Education Agency, accreditation organizations, and funding sources.
14. Demonstrates the ability to maintain an effective working relationship and maintain good rapport with parents, students, colleagues and the community.
15. Implement procedures and coordinate the process to identify dual language students at the elementary level districtwide, including review of student data and testing of students.
16. Assists campuses in recruitment and coordinating assessments for identification and placement.
17. Consult with teachers to develop and provide dual language students with appropriate coursework through curriculum modification and acceleration.
18. Observe classroom instruction and provide feedback and assistance to classroom teachers to facilitate improvement and innovation.
19. Demonstrate teaching strategies with students in the classroom.
20. Plan and provides staff development including sessions on methods for identifying and instructing dual language students and enriched learning to SISD staff and learning community.
21. Creates curriculum scope and sequence for dual language program.
22. Assists with the selection of instructional materials, curriculum adoption and supplementary materials.
23. Evaluates and provides documentation to the program director regarding progress of dual language students, teachers, and campuses by maintaining accurate, complete, and correct records as required by law, district policy and administrative regulation.
24. Conducts needs assessments to determine staff development for instruction, compliance, and/or use of materials and equipment in any assigned grade level and communicates to the program director.
25. Provides for his/her own professional growth through an ongoing program of attending district in-service, workshops, seminars, conferences, national professional opportunities, and/or advanced course work at institutions of higher learning.
26. Translate and interpret written or verbal information as needed.
27. Performs duties in a professional, ethical and responsible manner.
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 the appropriate supervisor.
33. Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.

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Instructional Strategies:

1. Relay and promote comprehensive understanding of content, discipline, and related pedagogy as demonstrated through the quality of the design of lessons and the ability to match objectives and activities to relevant state standards such as Texas Essential Knowledge and Skills, English Language Proficiency Standards, and Spanish Language Arts and Reading TEKS.
2. Demonstrate understanding of instructional planning and timely delivery pacing by providing research-based, data-driven, differentiated instruction that engages students, incorporates appropriate use of technology, and makes learning relevant for today's learners according to guidelines established by Texas Education Agency, board policies and administrative regulations.
3. Collaborate for research-based, interdisciplinary and/or thematic campus initiatives that provide both intervention and enrichment opportunities for all students.

Student Growth and Development

1. Enhanced teacher knowledge ensures high levels of learning, social-emotional development, and achievement outcomes for all students, taking into consideration each student's educational and developmental background and focusing on each student's needs.
2. Review and analyze multiple sources of data incorporating both formal and informal methods that measure and assess student growth aligned to instructional goals and course objectives to adjust instructional strategies and content delivery, to identify areas of need for professional development to teachers.

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions, maintain emotional control under stress.

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

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, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law 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: Chief Human Resources Officer at (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.