



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: Title III Instructional / LPAC Specialist

Salary Block: 314

Reports To: Campus Principal

Terms of Employment: 183

Exemption Status: Non-Exempt

Primary Purpose:

The primary purpose of the Title III Instructional/LPAC Specialist is to perform any combination of the following instructional tasks to assist teachers in providing instructional services for Bilingual/esl students.

Qualifications:

Education/Certification:

- High school diploma or equivalent
- 48 college credit hours from an accredited college or university approved by TEA or Socorro ISD CTE Education and Training Educational Aide I certificate
- Must qualify for required paraprofessional certificate

Special Knowledge/Skills:

- Demonstrate ability to effectively communicate with district employees, parents, and students
- Bilingual (English and Spanish)
- Possess basic clerical skills

Major Responsibilities and Duties:

1. Performs tasks and assumes responsibilities under general supervision of a certified teacher or teaching team.
2. Demonstrates a breadth of subject matter knowledge that enables students to approach and to interrelate topics from a variety of perspectives, interests, and points of view.
3. Assists teacher in devising special strategies and instructional activities for reinforcing material or skills based on a sympathetic understanding of students, their needs, interest, and abilities.
4. Works with individuals or groups of students in a variety of educational experiences.
5. Guides independent study, enrichment work, and remedial work for students set up and assigned by the teacher.
6. Participates in selecting, planning, organizing, and evaluating instructional activities.
7. Assists teacher with the implementation of methodology and use of instructional media to yield an educational environment for all students.
8. Uses the current references, materials, and technologies of the subject field in a manner appropriate to the developmental stage of the learner.
9. Demonstrates the ability to check student comprehension of subject matter and provides accurate feedback to students.
10. Assists the teacher with the design of the academic program based on the assessed needs of students.
11. Assists the teacher with preparation and implementation of lesson plans for students based on assessed needs and in accordance with the district's philosophy and curriculum system.

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12. Provides academic assistance and support for individual and/or small groups of students as directed by and under the supervision of the teacher.
13. Assists the teacher with effective utilization of media and technology in the classroom.
14. Assists the teacher by providing home language assistance in basic subject area tutorials.
15. Assists the teacher with ensuring that each student in the program has the necessary records in his/her permanent record and/or portfolio.
16. Maintains professional growth by attending Bilingual/esl in-service and meetings as requested/required.
17. Follows processes in accordance with the LPAC manual for identification, placement, and review of all ELL students, within PEIMS and District timelines.
18. Assists in upholding and enforcing school rules, administration regulations, and state and local board policy and Bilingual/esl grant requirements.
19. Tests LEP students and assists teachers with materials pertaining to Bilingual/esl program as time allows.
20. Follows prescribed procedures in interpreting student ORAL language proficiency test (OLPT) and norm referenced test data and is efficient in processing Bilingual/esl student records.
21. Performs data entry and verification for Bilingual/esl students.
22. Organizes and prepares Bilingual/esl student forms and records to forward to campuses in a timely manner.
23. Recognizes errors or deficiencies in source documents and takes steps to have them corrected.
24. Checks students' special program folders to verify LPAC documentation and placement.
25. Assists the Bilingual/esl teacher in keeping administrative records and preparing required reports.
26. Maintains confidentiality.
27. Maintains a high level of ethical behavior as is expected of all District employees.
28. Provides clerical support to ELL Compliance Facilitators.
29. Follows processes in accordance with the LPAC manual for identification, placement, and review of all ELL students, within PEIMS and District timelines.
30. Attends mandatory staff development activities, as needed, to perform job functions and improve performance.
31. Provides optimal customer service to all students, employees, parents, community, members, and any other stakeholders of the district.
32. Performs any other Bilingual/esl duties as assigned.
33. Performs any other duties as assigned by the appropriate supervisor.
34. 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); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress.

Physical Demands/Environmental Factors: Moderate standing, stooping, bending and lifting.

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.

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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 the Chief Human Resources Officer: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

ADOPTED: 06-06-17

AMENDED: 7-28-2017, 10-23-17, 5-19-2020,
7-26-2022, 10-11-2022