Primary Purpose:

Direct the Bilingual Education Program functions of the district, ensuring the district meets the education needs of the English language learners, pursuant to the requirements of federal and state laws and district policies.

Qualifications:

Education/Certification:
Master's degree in relevant educational field
Mid-Management or Principal certificate
Valid Texas Teacher's Certification in Bilingual Education
Ability to speak and write Spanish fluently

Special Knowledge/Skills:
Experience with the design, development, and implementation of ELL programs
Experience in project design, implementation, and monitoring of LPAC operations
Experience planning, developing and implementing professional development programs
Experience coordinating/administrating state-wide and local assessment programs
Experience leading curriculum development initiatives
Experience preparing and maintaining a variety of narrative and statistical reports/records, inventories, and other materials related to ELL programs
Demonstrated strong organizational, communication, public relations, and interpersonal skills required to achieve the goals of the position

Experience:
Three years of successful teaching experience
Five years administrative experience

Major Responsibilities and Duties:

Instructional and Program Management

1. Directs the design, development, and implementation of district-wide ELL programs, projects and activities including federal and state initiatives related to ELLs.
2. Provides leadership for the appropriate use of data to establish rigorous, concrete goals in the context of ELL student achievement and instructional programs through a collaborative, inquiry-based approach resulting in the design and implementation of data-driven plans which capitalize on strengths and mitigates challenges.
3. Articulates and promotes high expectations for teaching and learning by creating, promoting and operationalizing high expectations and assessing progress towards those expectations.
4. Aligns and implements the education programs, plans, action, and resources with the district’s vision and goals for ELLs by effectively and efficiently organizing and sustaining resources, and implementing
processes and systems to support teaching, learning, and organizational effectiveness consistent with the district’s vision and goals, and student needs

5. Provides leadership for district and departmental initiatives, including change efforts, by defining systemic implications for ELLs and supporting the development of comprehensive plans for achieving goals

6. Provides leadership, professional development, and motivation in the use of educational technology to meet the needs of ELL students in a variety of administrative and educational settings

7. Monitors and evaluates the effectiveness of curriculum, instruction and assessment pertaining to ELLs

School Organization / Climate

8. Systematically and fairly recognizes and celebrates accomplishments of staff and students by assuring structures for recognition for work well done and communication of those accomplishments to stakeholders

9. Articulates the desired district and school culture and shows evidence about how it is reinforced by promoting stewardship of shared vision, collegiality and collaboration, and a positive learning environment

10. Provides leadership for assessing, developing and improving climate and culture by supporting district and campus leaders, staff and other stakeholders.

School Organization / Improvement

11. Provides leadership, encouragement, opportunities and structure for staff to continually design more effective teaching and learning experiences for ELL students

12. Supports efforts by teachers and principals to achieve district goals as measured by federal, state and local accountability systems

13. Provides ongoing coaching for improvement and maximizes the use of the district’s staff evaluation processes to improve performance

14. Promotes collaboration with all stakeholders and communicates effectively regarding the district’s Strategic and improvement plans

Policy, Reports and Law

15. Ensures that schools are in compliance with federal, state and local requirements outlined in statute, education code, administrative code and policy for English language learners

16. Interprets and implements school district policies and procedures for the schools related to the implementation of ELL programs

17. Prepares federal/state/local reports accurately and timely and makes local recommendations relative to ELL programs as requested

18. Supervised the development of guidance documents associated with the implementation of ELL programs, such as program implementation manuals, RtI for ELLs procedural guidelines, LPAC operation framework

Budget and Inventory

19. Leads development, preparation, and administration of the budget for supplies and equipment and ensure that the program is cost effective and funds are managed wisely

20. Manages fiscal and physical resources responsibly, efficiently and effectively by using data to inform budget decisions and to equitably and adequately allocate district resources to support district goals and student learning needs

21. Effectively and efficiently organizes and sustains resources, and implements processes and systems to support teaching, learning, and organizational effectiveness consistent with the district’s vision and goals for English language learners

Personnel Management

22. Recruits, selects, inducts and retains staff to support quality instruction for English language learners
23. Provides leadership, encouragement, opportunities and structure for staff to continually design more effective teaching and learning experiences for all students
24. Provides timely, specific feedback to educators serving English language learners that validates best practice and encourages reflection
25. Conferences with assigned staff to discuss performance and to jointly develop improvement objectives for professional growth opportunities
26. Ensures staff members have professional development that directly enhances their performance and improves student learning among ELLs
27. Systematically and fairly recognizes and celebrates accomplishments of staff and students

**Communications and Community Relations**

28. Engages family and community by promoting shared responsibility for student learning and support of the education system
29. Promotes and supports structures for family and community involvement across the district
30. Collaboratively establishes a culture that welcomes and honors families and community and seeks ways to engage them in student learning

**Supervisory Responsibilities:**

Supervises and evaluates program administrators and support staff in the Bilingual/ESL Department

**Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals
**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching
**Lifting:** Occasional light lifting and carrying (less than 15 pounds)
**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.