



**Job Title:** Dual Language Specialist

**Exemption Status/Test:** Exempt/Administrator  
in an Educational Establishment

**Reports to:** LOTE Coordinator

**Date Revised:** 2015

**Dept. /School:** Curriculum and Instruction

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**Primary Purpose:**

Provide leadership in developing and implementing the district's dual language program, including curriculum development, professional training and campus support.

**Qualifications:**

**Education/Certification:**

Bachelor's degree

Valid Texas teaching certificate with endorsement in bilingual education

**Special Knowledge/Skills:**

Knowledge of curriculum and instruction

Knowledge of strategies and materials for the education of bilingual/dual language students

Ability to interpret data

Ability to communicate effectively with bilingual parents and students

Strong organizational, communication, and interpersonal skills.

**Experience:**

Three years' experience as a bilingual/dual language teacher

**Major Responsibilities and Duties:**

**Instructional and Program Management**

1. Implement procedures and coordinate the process to identify dual language students at all grade levels districtwide, including review of student data and testing of students.
2. Develop dual language curricular documents and instructional support materials. Provide resources and materials to support staff in accomplishing program goals.
3. Work with other curriculum coordinators to establish and maintain challenging academic standards that will ensure that students learn English and Spanish as well as content information within established timeframes.
4. Consult with teachers to develop and provide dual language students with appropriate course work through curriculum modification and acceleration.
5. Observe classroom instruction and provide feedback and assistance to classroom teachers to facilitate improvement and innovation. Demonstrate teaching strategies with students in the classroom.
6. Plan and provide staff development including sessions on methods for identifying and instructing dual language students and enriched learning.

7. Work with campuses to plan and conduct parent meetings. Consult with parents, administrators, counselors, teachers, community agencies, and other relevant individuals regarding dual language students.
8. Evaluate the dual language program effectiveness based on evaluative findings (including student achievement data) and recommend changes as needed.

### **Budget and Inventory**

9. Participate in development, preparation, and administration of the budget for supplies and equipment and ensure that the program is cost effective and funds are managed wisely.
10. Contribute to the selection and purchase of supplemental equipment and supplies for the program.
11. Participate in grant-writing activities to obtain program funding.

### **Other**

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

### **Supervisory Responsibilities:**

None.

### **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)

**Environment:** Frequent districtwide travel; occasional statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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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.