



**Job Title:** Sheltered Instruction Specialist – Title III

**Exemption Status/Test:** Exempt

**Reports to:** Executive Director of Leadership

**Date Revised:** October 2021

**Dept. /School:** Division of Leadership/Areas

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**Primary Purpose:**

To advance student achievement among elementary or secondary English language learners by providing direct technical assistance and instructional support to administrators and classroom teachers, which ensure the effective implementation of the district's Bilingual and ESL programs, sheltered instruction plan, curriculum, instructional technology resources, ELL professional development programs and LPAC instructional requirements.

**Qualifications:**

**Education/Certification:**

Bachelors' Degree

Valid Texas Teacher's Certification in Bilingual Education or

Valid Texas Teacher's Certification with English as a Second Language Supplemental

**Experience:**

Minimum of three (3) years of successful classroom teaching experience at the elementary level in public education at multiple grade levels

**Special Knowledge/Skills:**

Experience with the implementation of instructional strategies that promote and enhance the academic and linguistic achievement of English learners.

Experience and knowledge of implementation of dual language, bilingual and sheltered instruction programs.

Experience with the implementation of LPAC requirements.

Experience in second language acquisition and culturally responsive pedagogy

Demonstrated strong organizational, communication, public relations, and interpersonal skills required to achieve the goals of the position

Experience with the implementation of ELL professional development programs

Experience with providing academic and socio-emotional support to special EL populations such as SIFE, Asylee/Refugee and Newcomers

**Major Responsibilities and Duties**

**Instructional and Program Management**

1. Provides support for the implementation and stewardship of elementary EL Programs, specifically Dual Language education, Bilingual education and Sheltered Instruction.
2. Implements best practices related to technology use in the ELL classroom and computer labs.
3. Collaborate at grade-level team/department meetings to analyze ELL assessment data, review student work, debrief classroom observations and best practices, identify student needs, and plan differentiated instruction.
4. Provides support by working with teachers to plan, deliver, and analyze lessons.

5. Provides instructional support to teachers, when necessary, regarding effective strategies for ELLs.
6. Supports campus administration in providing professional development addressing ELL specific program requirements and course content, including ELPS, sheltered instruction, and TELPAS PLDs.
7. Collaborates with the principal and teachers to ensure that professional development plans and intervention services are aligned with the linguistic and academic needs of ELLs.
8. Conducts demonstration lessons and facilitates classroom observations to improve instruction for ELLs.
9. Assists with the coordination of the development and implementation of innovative instructional programs serving English language learners to achieve identified needs.
10. Works with campuses to facilitate the use of student information and performance systems in the teaching/learning process specific to English language learners.
11. Visits school sites and classrooms to assist administrators and teachers in effective implementation of sheltered instruction.
12. Supports the LPAC administration in addressing instructional compliance activities, ILAP implementation and annual audits.

### **Student Management**

13. Provides instructional support to schools to accelerate English language proficiency of student not demonstrating required growth as measured by TELPAS.
14. Assists with the implementation of procedures to maximize English language learners' instructional opportunities within each elementary school.

### **Policy, Reports and Law**

15. Works to ensure 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. Supports LPAC administration with the preparation of federal/state/local reports accurately and timely and makes local recommendations relative to ELL programs as requested.
18. Supports and follows federal, state and local rules and policies.

### **Budget and Inventory**

19. Works with teachers and technology staff in the selection of resources that are compatible with the goals of the bilingual and ESL programs and any related technological resources available.

### **Personnel Management**

20. Provides support, encouragement, opportunities and structure for staff to continually design more effective teaching and learning experiences for all students.
21. Provides timely, specific feedback to educators serving English learners that validate best practice and encourages reflection.
22. Systematically and fairly recognizes and celebrates accomplishments of staff and students.

### **Communications and Community Relations**

23. Promotes and supports structures for family and community involvement across the district.
24. Collaboratively establishes a culture that welcomes and honors families and community and seeks ways to engage them in student learning.
25. Other duties as assigned.

### **Supervisory Responsibilities:**

None.

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

**Tools/Equipment Used:** Standard office equipment such as personal computers 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:** Working irregular hours; occasional prolonged hours

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

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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.