



Job Title: Instructional Specialist (English Language Learners)

Exemption Status/Test: Exempt

Reports to: Coordinator

Date Revised: August 2021

Dept. /School: English Language Learners

Primary Purpose:

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

Qualifications:

Education/Certification:

Master's degree in relevant educational field

Valid Texas Teachers' Certification in Bilingual Education Supplemental or English as a Second Language Supplemental

Valid Texas Teacher's Certification in Reading or Language Arts or Generalist (EC-6) or (8-12)

Experience:

Minimum of five (5) years of successful teaching experience

Special Knowledge/Skills:

Experience with the design, development, and implementation of ELL programs

Experience providing leadership in the use of instructional technology resources to enhance learning

Experience with the design, development, and implementation of ELL course content and assessment

Experience with the design, development, and implementation of ELL professional development programs

Experience with the implementation of LPAC requirements

Expertise in second language acquisition and culturally responsive pedagogy

Experience preparing and maintaining ELL program documentation as required by state and federal mandates

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

Major Responsibilities and Duties:

Instructional and Program Management

1. Provides leadership for the development, articulation, implementation and stewardship of elementary ELL Programs, ELL course content and assessment, ELL professional development and LPAC instructional requirements.
2. Implements best practices related to technology use in the ELL classroom and computer labs.

3. Facilitates 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. Facilitates peer coaching by working with teacher to plan, deliver, and analyze lessons.
5. Provides instructional support to teachers, when necessary, regarding effective strategies for ELLs.
6. Conducts professional development addressing ELL specific program requirements and course content, including ELPS, sheltered instruction/SIOP, 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 departments and campuses to facilitate the use of student information and performance systems (e.g., Skyward, SchoolNet, Ellevation, Imagine Learning, Istation, MAP) in the teaching/learning process specific to English language learners.
11. Visits school sites and classrooms to assist site administrators in monitoring effective program implementation.
12. Serves as an LPAC district member addressing instructional compliance activities, ILAP implementation and annual audits.

Student Management

13. Provides instructional leadership to schools to accelerate English language proficiency of students not demonstrating required growth as measured by TELPAS.
14. Assists with the development and 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 outline 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. Assists with the preparation of federal/state/local reports accurately and timely and makes local recommendations relative to ELL programs as requested.
18. Assists with the supervision of the writing/distribution of the BE/ESL program manual and forms as requested.
19. Supports and follows federal, state and local rules and policies.

Budget and Inventory

20. Assists with the development, preparation, and administration of the budget for supplies and equipment.
21. Works with the 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

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

Communication and Community Relations

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

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: Frequent districtwide travel; occasional statewide travel

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.