



**Job Title:** Secondary LPAC Lead Teacher

**Exemption Status/Test:** Exempt

**Reports to:** Coordinator – Department of ELL

**Date Revised:** May 2021

**Dept. /School:** Department of English Language Learners (ELL)

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**Primary Purpose:**

To advance the academic achievement of English Language Learners by providing direct technical assistance, supplemental services, and instructional support to administrators, classroom teachers, and staff which ensures the effective implementation of the ELL Title III program requirements and objectives, ELL course content and assessments, ELL professional development programs, and LPAC instructional requirements.

**Qualifications:**

**Education/Certification:**

Bachelor's degree in relevant educational field

Master's degree in relevant educational field preferred

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

Valid Texas Teacher's Certification in English Language Arts and Reading (4-8/7-12) or Generalist (4-8)

**Experience:**

Three (3) years of successfully teaching culturally and linguistically diverse students at the secondary level

Experience serving as campus LPAC preferred

**Special Knowledge/Skills:**

Experience with the implementation of LPAC requirements

Experience with the design, development, and implementation of secondary 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

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:**

1. Facilitates district-wide, campus LPAC meetings by providing supplemental support addressing initial enrollment, scheduling, instructional compliance responsibilities, student assessments, ELPS, and ILAP implementation in order to build campus capacity.
2. 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.
3. Facilitates peer coaching by working with teachers to plan, deliver, and analyze lessons.
4. Provides instructional support to teachers, when necessary, regarding effective strategies for ELLs.

5. Conducts professional development addressing ELL Title III program requirements and course content, including ELPS, sheltered instruction/SIOP, and TELPAS PLDs.
6. Collaborates with the principals, teachers, and counselors to ensure Title III program objectives, professional development plans, and intervention services are aligned with linguistic and academic needs of ELLs.
7. Conducts demonstration lessons and facilitates classroom observations to improve instruction for ELLs.
8. Assists with the coordination of the development and implementation of innovative instructional programs serving English language learners to achieve identified needs.
9. Works with departments and campuses to facilitate the use of student information and performance systems (e.g., Skyward, SchoolNet, Ellevation) in the teaching/learning process specific to English language learners.

### **Student Management**

10. Provides instructional leadership to schools to accelerate English language proficiency of students not demonstrating required growth as measured by TELPAS.
11. Assists with the development and implementation of procedures to maximize English language learners' instructional opportunities.
12. Works to ensure student-scheduling meets Dept. of ELL guidelines and corresponds to students' individual language proficiency level.

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

13. Works to ensure that schools comply with federal, state and local requirements outlined in statute, education, code, administrative code and policy for English language learners.
14. Works with campuses to implement school district policies and procedures for the schools related to the implementation of secondary ELL programs.
15. Assists with the preparation of federal/state/local reports accurately and timely and makes campus recommendations relative to secondary ELL programs as requested.
16. Assists with the distribution of the Dept. of ELL program manual and forms as requested.
17. Supports and follows federal, state and local rules and policies.

### **Budget and Inventory**

18. Works with teachers and staff in the selection of resources that are compatible with the goals of the Title III program objectives.

### **Personal Management**

19. Provides leadership, encouragement, opportunities and structure for staff to continually design more effective teaching and learning experiences for all students.
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21. Systematically and fairly recognizes accomplishments of staff and students.

### **Communications and Community Relations**

22. Promotes and supports structures for family and community involvement across the district.
23. Collaboratively establishes a culture that welcomes and honors families and community and seeks ways to engage them in student learning.
24. Assists in the design, implementation and delivery of information to GISD ELL students and their families critical to academic success, high school graduation and post-secondary education.
25. Collaborates with the Home/School/Community Liaison and other district departments to provide parent and student outreach programs.

### **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

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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.