



Bilingual Administrative Coordinator

JOB DESCRIPTION

The Bilingual Administrative Coordinator, under the direction of the Director of Elementary Curriculum and Instruction, will monitor District compliance issues that deal with Bilingual/ESL programs and work with Pre-K to 12 principals, teachers, para-professionals, and other school administrators to enhance the achievement of English Language Learners.

EDUCATIONAL AND CERTIFICATION REQUIREMENTS

- Bachelor's Degree; Master's Degree preferred
- Valid Texas Bilingual Education Certification
- Five or more years of successful teaching experience in a Bilingual setting

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Bilingual/ESL State and Federal Laws
- Knowledge of best practices in teaching and learning
- Knowledge of TEKS/TAKS
- Fully Bilingual (English and Spanish; written and oral)
- Knowledge of current instructional and assessment research
- Knowledge of Instructional Technology
- Knowledge of current ELL issues and trends
- Excellent communication, presentation, and interpersonal skills
- Expertise in data analysis

DUTIES AND RESPONSIBILITIES

1. Reviews and coordinates testing and placement of ELLs
2. Assists with ELL administrative functions as assigned, such as; LPAC's dissemination of parent information, program data collection and analysis, testing, and legal requirements compliance
3. Assists campuses to disaggregate and use assessment data to increase student achievement
4. Monitors the implementation of staff development for teachers of ELL students in collaboration with other curriculum department staff
5. Assists in evaluation, purchase, and use of instructional materials that improve student achievement
6. Works in collaboration with the Testing Department to ensure ELL compliance with the following assessments: (1) Texas English Language Proficiency Assessment (TELPAS), (2) TELPAS Reading, (3) TELPAS Listening, Speaking, and Writing, and (4) Linguistically Accommodated Testing (LAT)
7. Monitors student data electronically
8. Attends regular board meetings, reporting when appropriate
9. Coordinates Title III grant with Federal Programs and Grants Administrator for compliance
10. Collects, compiles, and submits data to TEA as required
11. Performs other duties as assigned

MENTAL DEMANDS

Ability to communicate effectively (verbal and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

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PHYSICAL DEMANDS

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, travel infrequently within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

PAY SCALE: PE5

NUMBER OF DAYS: 226

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

*Revised
12/12/07*