

PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

Job Title:	Coordinator Emergent Bilinguals	Wage/Hour Status:	Exempt
Reports To:	Executive Director Multilingual Services	Pay Grade:	860
Dept./School:	Multilingual Services	Date Revised:	4/18/22

Primary Purpose:

Work collaboratively across PISD departments and campuses to develop curriculum and assessments for emergent bilinguals. Plan and implement professional development related to emergent bilinguals and district initiatives in accordance with the strategic plan. Consult with teachers, principals, and staff regarding curriculum development, textbook adoption, supplemental materials, assessment, and the implementation of programs for emergent bilinguals.

Qualifications:

Education/Certification:

Teacher Certification in Bilingual Education

Master's Degree

Special Knowledge/Skills:

A comprehensive understanding and working knowledge of curriculum, instruction, and technology

Ability to evaluate instructional program and teaching effectiveness

Strong organizational, communication, public relations, and interpersonal skills

Knowledge of dual language research and program implementation

Experience:

Three years of teaching experience in a bilingual role

Leadership experience preferred

Major Responsibilities and Duties:

Working Conditions:

Develop, promote, and support a curriculum, in alignment with the Texas Essential Knowledge and Skills & the English Language Proficiency Standards, that help each student develop a sense of self-worth, critical thinking skills & language acquisition according to the Strategic Plan of the district

Collaborate with principals, teachers, and district personnel to coordinate a strong academic & linguistic program

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Coordinate the translations and development of Spanish curriculum & assessment

Participate in the activities of textbook adoption process

Monitor instructional processes systematically and continuously to verify that program activities are keyed to producing desired program outcomes and recognition of program's success

Evaluate and recommend improvement in the purposes, design, materials, and implementation of the instructional and other support programs

Develop evaluation instruments to guide program improvement and to monitor student progress

Use evaluation data for program improvement

Plan the instructional programs to meet identified needs

Encourage and support development of innovative instructional programs

Assist teachers in designing differentiated learning experiences for students

Promote a positive, caring climate for learning

Employ effective interpersonal skills

Promote collaborative teaming by working with district teams to develop a positive district and school climate

Support and monitor the fidelity of program implementation for success toward accomplishing the district's mission and goals

Participate in the selection process of potential candidates

Demonstrate skill in instructional coaching of individual teachers and collaborative teams

Design and facilitate professional learning to support district wide and content area goals

Secure consultants, specialists, materials, and other community resources to assist in meeting program goals

Implement and monitor policies established by federal and state law, State Board of Education rules and the local board policies in the area of specialization

Stay informed of content area & chapter 89 updates from TEA, Regional Service Center and local supervisors groups to inform and guide practices

Report to the Executive Director of Multilingual Services the status of performance related to responsibilities

Contribute to the development of budgets by submitting cost estimates based upon documented program needs

Take the initiative to develop professional skills appropriate to job assignments

Demonstrate behavior that is professional, ethical, and responsible and be a role model for all district staff and students

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisors

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Follow attendance policy as assigned by supervisor.

Perform other functions that may be assigned by the Administration and/or supervisor

Communicate district curriculum, instructional practices, accomplishments, goals

Mental Demands:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress

Physical Demands/Environmental Factors:

Frequent district wide and statewide travel; occasional prolonged and irregular hours; work with frequent interruptions; frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 04-18-2022

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____