

**PLANO INDEPENDENT SCHOOL DISTRICT**  
**Job Description**

|                       |  |                          |          |
|-----------------------|--|--------------------------|----------|
| <b>Job Title:</b>     | LPAC Facilitator                                   | <b>Wage/Hour Status:</b> | Exempt   |
| <b>Reports To:</b>    | Multilingual Services & Assigned Campus Principals | <b>Pay Range:</b>        | 820/830  |
| <b>Dept. /School:</b> | Campus   | <b>Date Revised:</b>     | 5/2/2023 |

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**Primary Purpose:**

Assist the campus in developing and maintaining a systemic approach to LPAC and serving the instructional needs of ELL students. Serve as an advocate for ELL students and their teachers.

**Qualifications:**

**Education/Certification:**

Valid Texas teaching certificate with required endorsements or training for subject and level assigned

ESL certification (required)

Master's Degree (preferred)

**Special Knowledge/Skills:**

Possess strong organizational and communication skills (verbal and written)

Excellent public relations skills

**Experience:**

Three years of teaching experience (preferred)

**Major Responsibilities and Duties:**

Initial program enrollment

Serve as ESL certified LPAC member in all LPAC meetings

Assist campuses in state and federal ELL compliance questions

Attend and participate in LPAC, ARD and RTI meetings to represent ELL students as required

Support MAS with centralized weekly initial LPACs

Assessment LPACs

EOY LPACs

Progress Monitoring, including meeting with students at risk of failure

Facilitating RTI Plans for ELs for intervention to take place with campus staff

LEP verification

**Job Title:** LPAC Facilitator

TELPAS Coordination in collaboration with Campus Testing Coordinator

TELPAS Verifier

TELPAS training for assigned campuses

STAAR training for STAAR designated supports for assigned campuses

Work closely with secondary counselors and newcomer transition specialist to build and implement graduation pathways

Represent LPAC at ARDs

Update Student History Worksheets, Files, and any Other Paperwork kept in LPAC folders

Assist with LPAC folder Audits across the district

Ellevation Process and Updates

Communication with Parents for all Placement, Reclassification, etc

Assist in Obtaining Records from other Public Schools

Assist the campuses with offering ESL services for students who have denied in the past

Assist with ELL PEIMS and TEAMS for input and accuracy

Assist with LAS Links testing and scoring

Compile, maintain, and file all reports, records, and other documents required by the position

Maintain a professional relationship with colleagues, students, parents, and community members

Use effective communication skills to present information accurately and clearly

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

Follow attendance policy as assigned by supervisor

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

**Working Conditions:****Mental Demands:**

Ability to communicate effectively (verbal and written); ability to interpret policy. Maintain emotional control under stress.

**Physical Demands/Environmental Factors:**

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

**Job Title:** LPAC Facilitator

**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. N. McBee, Coordinator Compensation **Date:** 05/02/2023

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:**