

District Multilingual Coach

Job Description



Job Title:	District Multilingual Coach	FLSA:	Exempt
Reports to:	Executive Director of Multilingual Services	Pay Grade:	Admin/Prof 4
Dept./School:	Assigned Campuses	Calendar Days:	192
Contract:	Probationary/Term	Revised:	8.2.2025

Primary Purpose

The District Multilingual Coach supports campuses in implementing the district's curriculum and learning framework by providing linguistic support for emergent bilingual students, facilitating collaborative planning, monitoring instructional alignment and outcomes, implementing the coaching cycle through observation, modeling, and feedback, and collaborating with Instructional Specialists to deliver targeted professional development for teachers.

Qualifications

Education/Certification:

- Bachelor's degree from an accredited college or university;
- General qualifications of a teacher as prescribed by the State Department of Education

Special Knowledge/Skills:

- Knowledge of instructional best practices for emergent bilinguals' language acquisition and development
- Knowledge of Sheltered Instruction (SI), Knowledgeable of state curriculum standards, Texas Essential Knowledge and Skills (TEKS), English Language Proficiency Standards (ELPS), College and Career Readiness Standards (CCMR), STAAR/EOC, and excellent organizational, communication, and interpersonal skills

Experience:

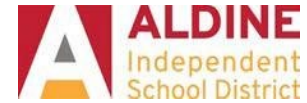
- At least three (3) years successful teaching experience as an Bilingual or ESL endorsed classroom teacher
- Experience creating and presenting professional development at the campus and/or district level, campus leadership experience (Instructional Specialist, team leader, grade level chair, department chair, etc.)

Major Responsibilities and Duties

Instructional Strategies

1. Work collaboratively with the Schools' Office, Campus Leadership, Teaching and Learning Department and Multilingual Services Department to develop goals and objectives for the purpose of enhancing the district's Bilingual and ESL programs
2. Collaborate with multilingual program directors and Instructional Specialists to ensure implementation with fidelity of the Aldine Instructional Framework and adopted curricula across grades, with appropriate linguistic accommodations
3. Conduct instructional rounds with multilingual program directors and Instructional Specialists using a walkthrough observation form to look for specific linguistic accommodations
4. Attend all district coaching meetings and utilize information to provide campus support
5. Model appropriate linguistic accommodations aligned to the district instructional expectations and curricula to positively affect student achievement

District Multilingual Coach Job Description



6. Support collaborative planning meetings using the Teaching for Learning Framework Protocol and district adopted curricula
7. Implement the district coaching cycle in collaboration with multilingual program directors, campus administrators, and teachers needing or requesting instructional guidance by modeling lessons, observing instruction, and providing timely feedback.
8. Provide professional development based on specific campus/teacher needs
9. Collaborate with multilingual program directors, Instructional Specialists and teachers on intellectual preparation and lesson delivery to implement the district's curricula
10. Work with multilingual program directors and campus leadership to enhance a professional learning community
11. Attend district coaching and other district level staff development sessions and share pertinent information with Instructional Specialists to plan, develop, and implement staff development and job-embedded training for teachers
12. Assist teachers in disaggregating, analyzing, and disseminating data to create and implement responsive actions to help students
13. Determine linguistic needs in curricula and provide suggestions to campus and district administration

Professional Growth and Development

14. Actively pursue a long-range program of professional growth; continually seeking self-improvement
15. Attend and participate in appropriate conferences and staff development activities to improve job-related skills
16. Attend and participate in coaches' meetings and serve on committees as required
17. Participate in professional organizations and disseminate ideas and information to appropriate staff

Reports and Inventory

18. Compile and maintain records of instructional materials and supplies

Other

19. Comply with policies established by federal and state law, State Board of Education rule, and local board policy
20. Comply with all district and campus routines and regulations
21. Perform other duties as assigned by the Executive Director of Multilingual Services, Chief Academic Officer and the Superintendent of Schools

Supervisory Responsibilities

None

Evaluation

The evaluation of the Multilingual Coach is a responsibility resting with the Executive Director of Multilingual. An evaluation shall be completed in writing at least once during the course of each school year

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Work Environment

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional districtwide 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 responsibilities and duties that may be assigned or skills that may be required.

*This position is funded by Federal/and or State grants. You understand that your employment is expressly conditioned on the availability of full funding for the position. If full funding become unavailable, the position is subject to termination, nonrenewal, or reassignment as applicable, based on experience and/or certifications.