



# Hays Consolidated Independent School District

## Department of Human Resources

**Job Title:** Emergent Bilingual Compliance Coordinator

**Wage/Hour Status:** Exempt

**Reports to:** Director of PK-12 Multilingual Education

**Pay Grade:** AP04/226

**Dept./School:** Curriculum & Instruction

**Date Revised:** August 2025

### Primary Purpose:

Coordinate all aspects of LPACs and TELPAS for the English Language Learners in Hays CISD. This includes but is not limited to monitoring, trainings, and state compliance.

### Qualifications:

Minimum of a Bachelor's Degree in education  
Bilingual education certification  
5 years of classroom experience in a second language learner classroom

### Special Knowledge/Bilingual Skills:

Understanding of Bilingual Education law as it relates to the LPAC and assessment process  
Teaching experience and/or a Bilingual Education background  
Strong organizational skills  
Effective communication skills  
General computer skills

### Education/Certification:

Bilingual/ESL Certification

### Major Responsibilities and Duties:

#### Instructional Strategies:

1. Assist the district Bilingual/ESL Director with the coordinator and scheduling of campus LPAC meetings
2. Ensure the timely and accurate reporting of LPAC paperwork to the Public Education Information Management Systems (PEIMS).
3. Compile data regarding LPAC meetings for each campus.
4. Monitor and enforce timelines for completion of state monitoring requirements.
5. Participate in LPAC committee meetings as needed to ensure appropriate development of student accommodations.
6. Maintain data for PROPEL students.
7. Provider LPAC training for teachers of ELL students.
8. Provide parent training for LPAC representatives.
9. Complete out-of-compliance paperwork if necessary.
10. Ensure data is accurate by conducting audits of blue folders.
11. Assist with the implementation of staff development for TELPAS training.
12. Assist schools with management of information relating to student monitoring, TELPAS assessments, TELPAS training.
13. Making program presentations as needed.
14. Prepare correspondence, memorandums, and forms as needed to communicate with campus with campus personnel.
15. Develop an inventory process for testing materials and ensure they are available for use.
16. Exhibit poise, self-control and accept constructive criticism.
17. Exhibit a positive attitude toward others. Treat other staff with respect and dignity.

18. Answer all phone calls and emails within 24hours of receipt.
19. Work collaboratively with the department to develop a common vision of excellence and to ensure attainment of team, department, and district goals.

**EEOC Statement:**

Hays Consolidated I.S.D. will not discriminate against any person in employment or exclude any person from participating in or receiving benefits of any of its activities or programs on any basis prohibited on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

**Supervisory Responsibilities:**

None

**Equipment Used:**

Personal computer, telephone, printer, copier, fax machine, and calculator

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Travel from campus to campus within district  
Be flexible with work schedule; work evening hours if needed

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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. Positions are extended annually based upon availability of funding.

Signature indicates acknowledgement of the receipt of aforementioned information.

Employee Name (please print) \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_

