

K-12 Bilingual Program/Emergent Bilingual Support Specialist

SPA License Status:	<i>Licensed/Contract</i>
SPA Probation:	<i>One Year</i>
FLSA Status:	<i>Exempt</i>
Supervisor:	<i>Executive Director of Leadership</i>
Supervises:	<i>None</i>
Salary Schedule:	<i>Certified Teacher</i>
Terms of Employment:	<i>8 hours/10 Months</i>
Job Goal:	<i>Screen English proficiency of K-12 students for EL program placement services. Provide high-quality, data-driven professional development and coaching to K-12 administrators, teachers, and educational assistants to leverage high-yield instructional practices that impact student achievement within all content areas for Emergent Bilinguals based on Bilingual Multicultural Education Program (BMEP) Assessments. Provide support to all campuses in the administration of and use of data from assessments as they relate to instruction in BMEPs.</i>
Minimum Qualifications	
<ol style="list-style-type: none"><i>1. Must possess a NM PED Level II Teacher (Master's Degree preferred), or National Board Certification or Level III license.</i><i>2. Bilingual Endorsement and/or TESOL Endorsement</i><i>3. Five years of successful teaching experience.</i><i>4. Experience delivering professional development/ mentoring to peers in high yield strategies to support student achievement across content area.</i><i>5. Sophisticated understanding of the state adopted content area standards to include backwards design, lesson planning, assessment, and pacing.</i><i>6. Sophisticated understanding of research around best practices for improving outcomes for Emergent Bilinguals.</i><i>7. Evidence of strong oral and written language skills.</i><i>8. Evidence of technology integration skills to assist in creating engaging and differentiated learning experiences.</i><i>9. Strong evidence of ability to work effectively with other educators.</i><i>10. Knowledge of the EL identification process and the assessments used within the BMEP.</i>	

Job Duties

1. *Comply with all required state mandated EL identification procedures and keep up to date with related certification requirements.*
2. *Develop and maintain a system for timely and effective administration of BMEP assessments.*
3. *Facilitate the use of assessment data to drive instructional decisions.*
4. *Model scientifically research-based English Language Development (ELD) instruction for Emergent Bilinguals through a coaching process which provides teachers with reflective, growth-producing feedback.*
5. *Provide for and coordinate professional development for staff in research-based sheltered instructional strategies to meet the needs of Emergent Bilinguals across all content areas.*
6. *Facilitate meaningful, job-embedded professional development for BMEPs that supports the curriculum using state adopted standards for Emergent Bilinguals.*
7. *Provide professional development and support for beginning teachers, educational assistants and administrators in developing and delivering lessons that integrate various content areas in a technology-rich, standards-based environment.*
8. *Utilize effective assessment tools for ongoing evaluation of staff development.*
9. *Collaborate with the Division of Teaching and Learning to ensure professional development for instruction for Emergent Bilinguals is an integral part of the K-12 instructional program.*
10. *Assist staff/ school administration in accessing information/ resources to support instruction.*
11. *Actively participate in opportunities to increase professional skills.*
12. *Agrees to fulfill performance responsibilities in assigned location(s).*
13. *Attends required professional development trainings.*
14. *Exhibit professionalism by maintaining good attendance and adhering to assigned work schedule*
15. *Working outside of assigned work schedule may be required.*
16. *Communicates and displays courteous and professional behavior towards immediate supervisor, school, and district administrators, staff, peers, students, parents, and the public.*
17. *Adhere to educational guidelines as defined by the New Mexico Public Education Department.*
18. *Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.*
19. *Comply with the Code of Ethics, School Board Policy, administrative directives, local, state, and federal, regulations, rules, and statutes.*
20. *Performs such other tasks as may be assigned within the parameters of the job description and job analysis.*

MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS

Ability to operate various machines and equipment and commensurate with the responsibilities of the job and scope of work.

WORKER TRAITS—Aptitudes

1. *Verbal ability required to understand oral and written instructions*
2. *Motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job*
3. *Manual and finger dexterity required to operate machines and equipment precisely and rapidly*

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the LCPS Board of Education's policy on evaluation of professional personnel.

.....

I accept this position offered and agree to the above job description.

*Print Name*_____

*Signature*_____ *Date*_____

*Approved By*_____ *Date*_____