

MULTILINGUAL ADULT EDUCATOR

Rev. April 2025

Job No.: T017

Reports to: Director, Global Cultures & Languages

Dept./Campus: Global Cultures & Languages

FLSA Status: Exempt

Pay Grade: Teacher Scale

Term: 187 Days

PRIMARY PURPOSE:

To cultivate a district-wide culture of excellence by empowering educators to develop and implement effective, research-based learning experiences that elevate language acquisition and academic achievement across content areas for all multilingual learners.

MAJOR RESPONSIBILITIES AND DUTIES

- Collaborate and establish positive and supportive relationships with campus staff, district and school leadership, and family/community stakeholders.
- Guide instructional staff on utilizing language proficiency data such as TELPAS and anecdotal observations, to support content-area instruction for multilingual students.
- Serve as an instructional resource to design strategies for successful implementation of English Language Proficiency Standards (ELPS) throughout content areas EC-5.
- Cultivates practitioner expertise in linguistic support through modeling and co-teaching to enhance teacher's knowledge and instructional practices.
- Assist campus leadership in identifying linguistic support needs for instructional staff of multilingual students.
- Engage in continuous learning to effectively support classroom teachers of multilingual students.
- Be an active and engaged member of grade-level collaborative teams (PLC)
- To guide, support, and build capacity for teachers in implementing research-based, culturally responsive, and linguistically appropriate instructional strategies that meet the diverse needs of multilingual students across content areas.
- To develop and deepen educators' understanding of the stages of language acquisition, the unique learning experiences of multilingual students, and the importance of creating supportive and inclusive classroom environments.
- To align professional learning with district goals and initiatives including those related to serving multilingual learners while ensuring consistency, and effective implementation of best practices across campuses.
- Present multilingual professional learning at campus and district level.
- Attend regular training and collaborative meetings at campus and district level as assigned.
- Demonstrate regular and prompt attendance to ensure a consistent focus on student learning.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

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GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Bachelor's degree in education or related field.
- Valid Texas teaching certificate with English as a Second Language endorsement *required*.
- Minimum three years of successful teaching experience preferred; multilingual instructional setting preferred.

Knowledge/Skills/Abilities:

- Knowledge of second language acquisition; curriculum implementation including technology integration; effective staff development practices; continuous improvement; and effective instructional strategies and research-based best practices to support multilingual learners.
- Skills in planning, organizing, and composing written, and interpersonal communication.
- Ability to actively pursue and reflect on areas of professional growth; take effective action towards continuous improvement; structure own time and manage multiple priorities.

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- May be exposed to outdoor weather conditions during portions of workday.
- Needs to move about inside the classroom or campus to monitor students as necessary.
- Maintain emotional control under stress.
- Frequent standing, stooping, bending, pulling, and pushing.
- Frequent moving of small stacks of textbooks, media equipment, desks, and other classroom equipment.
- Occasionally it requires lifting up to 25 pounds.
- Occasionally prolonged and irregular hours.
- Ability to understand complex problems and to collaborate and explore alternative solutions.
- Ability to organize and prioritize the work schedules of others on short-term basis.
- Ability to make decisions which have significant impact on the immediate work unit and ~~monitor~~ impact outside immediate work unit.
- Maintain composure and professionalism at all times.