



LIBERTY HILL ISD

Office of Human Resources

Job Description: LPAC Facilitator (Grant Funded)

Job Title: LPAC Facilitator

FLSA: Exempt

Reports to: Principal

Funding Source: Grant Funded *

Dept/Campus: District

Pay Grade: Teacher Salary Scale

Date Revised: July 2025

Contract Term: 187 Days

PROFILE OF A LIBERTY HILL ISD EDUCATOR

Liberty Hill ISD Educators are compassionate leaders, effective collaborators, adaptable thinkers, determined problem-solvers, and skilled communicators.

PRIMARY PURPOSE

Facilitates the LPAC Committee process, meeting district, state, and federal guidelines for students being considered for and participating in the English as a Second Language Program. The LPAC Facilitator will also work collaboratively with teachers and staff and be able to design, implement, and monitor linguistic supports for student success.

QUALIFICATIONS

Education/Certification

- Bachelor's degree from accredited college or university
- Valid Texas Teacher Certificate, ESL Certification, EC-6, 1-8, or 7-12 English Certification (depending on grade-level assignment)

Knowledge/Skills/Abilities

- Knowledge of all applicable federal, state, and local laws, guidelines and procedures
- Knowledge of current research in Bilingual/ESL instruction
- Bilingual or ESL teaching experience required
- Demonstrate effective communication and interpersonal skills
- Demonstrate strong collaborative skills
- Comprehensive understanding of effective instruction and evaluation methodologies.
- Proficiency in using technology as a learning tool across all content areas, with the ability to instruct teachers using a variety of technology applications and platforms.
- Skill in engaging in collective inquiry, problem-solving, and data-driven analysis to enhance student learning outcomes.



Job Description: LPAC Facilitator (Grant Funded)

- Effective communication skills, both verbal and written, with the capacity to develop relationships and maintain consistent contact with teachers, students, parents, and colleagues.
- Collaborative skills to work alongside colleagues in order to continuously improve instructional practices.
- Strong organizational skills with the capability to prioritize work responsibilities efficiently.

MAJOR RESPONSIBILITIES AND DUTIES

Instruction

- Collaborate with staff to establish instructional goals, objectives, and methods per district, state, and federal requirements.
- Develop and provide EB, TELPAS, and Content-Based Language Instruction professional learning and coaching for campuses
- Assume the role of the Language Proficiency Assessment Committee (LPAC) Facilitator in accordance with state compliance
- Prepare differentiated lessons with appropriate instructional strategies, activities, materials, and technology.
- Conduct assessments of student progress to inform instructional activities.
- Assists in the development and implementation of ELPS and EB instructional strategies.
- Use technology to enhance teaching/learning.
- Assist students with TELPAS preparation including study methods and habits improvement.
- Makes and provides recommendations of sound practices to support instruction of Emergent Bilingual students.

Communication

- Maintain clear communication with district personnel, students, and parents through available technology.

Administration

- Support campus/district improvement plans and resolve issues promptly.
- Compile and submit required reports and documents.
- Attend professional development activities and meetings.
- Comply with all relevant policies and perform assigned duties.
- Regular attendance is required.

SUPERVISORY RESPONSIBILITIES

- None.



Office of Human Resources

Job Description: LPAC Facilitator (Grant Funded)

MENTAL/PHYSICAL & ENVIRONMENTAL DEMANDS

- **Tools/Equipment Used:** Personal computer and peripherals; standard instructional equipment; [P.E. teachers: automated external defibrillator (AED)]
- **Posture:** Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting
- **Motion:** Frequent walking
- **Lifting:** Regular light lifting and carrying (less than 15 pounds); may lift and move textbooks and classroom equipment
- **Environment:** Work inside, may work outside; regular exposure to noise
- **Mental Demands:** Maintain emotional control under stress; work prolonged or irregular hours; districtwide travel

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.

Employee Name (printed): _____

Employee Signature: _____ Date: _____

*** THIS POSITION IS GRANT-FUNDED. EMPLOYMENT IS CONTINGENT UPON THE AVAILABILITY OF FUNDS.**