



Professional - Job Description

Job Title: Strategist, Bilingual/ESL

Pay Grade: PA 03

Min \$62,561/Mid \$75,374/Max \$88,187

Position subject to availability of Federal Funds

Reports To: Director, Bilingual/ESL Programs

FLSA Status: Exempt

Dept./School: Bilingual/ESL Department

Minimum Duty Days: 220 days

Primary Purpose:

Responsible for working with PK-12th grade Bilingual and/or ESL certified classroom teachers to develop linguistically appropriate practices for Emergent Bilinguals. In addition, provide guidance and support to campus administrators, teachers, and parents to increase awareness about effective second language acquisition and collaborate with them in order to ensure that EB students receive appropriate supplemental and effective instruction to thrive cognitively, affectively, and linguistically.

Minimum Requirements:

- Bachelor's Degree from an accredited institution.
- Valid Texas Teacher Certification in Bilingual or ESL.
- Must have at least 5 years experience as a Bilingual or ESL classroom teacher.

Preferred Requirements:

- Master's Degree from an accredited institution.

Special Knowledge/Skills:

- Total command of both English and Spanish (Oral and Written).
- Strong organizational, communication and interpersonal skills.
- Specific knowledge of current Bilingual Education Program-local/state/federal.
- Experience in working on the implementation of a Bilingual/ESL program at the school and /or district level.
- Experience in working on the implementation of Bilingual/ESL methodologies and approaches including sheltered instruction at the school and/or district level.
- Experience in creating and conducting presentations in English and Spanish in the area of Bilingual/ESL Education for teachers, administrators, parents, and the community.
- Experience in attending or conducting presentations in the area of Bilingual/ESL Education at a district, region and/or state level.

Major Responsibilities and Duties:

1. Serves as a supplemental staff and provides specific technical assistance to designated schools to ensure appropriate implementation of the Bilingual/ESL program.
2. Collaborates with district personnel in analyzing data and determining the academic needs of Emergent Bilingual students.
3. Works with Bilingual and ESL certified teachers in planning language and literacy instruction.

4. Works with teachers at all levels (PK-12) in planning and development of differentiated lessons that address the English language acquisition EB students.
5. Collaborates with content specific deans of instruction to provide supplemental language acquisition strategies for teachers to implement in their classrooms.
6. Maintains a high degree of communication, collaboration and cooperation with campus administrators and school-based staff.
7. Conducts informal observations of classroom instruction, interventions, and tutorials.
8. Disaggregates data and analyzes results in order to recommend targeted instruction that will ensure the academic success of EB students.
9. Makes recommendations and provides materials, resources and training sessions on research-based teaching strategies to campus personnel in order to enhance their delivery of instruction.
10. Provides teachers with guidance and support by mentoring, coaching, modeling and/or co-teaching for English language acquisition.
11. Serves as a positive role model and works cooperatively with other district curriculum personnel in designing and promoting a quality Bilingual/ESL instructional program.
12. Works very closely with the director in the area of Bilingual/ESL instruction.
13. Participates in on-going professional development and keeps abreast of innovative instructional strategies for Bilingual and ESL instruction.
14. Stays current with state-mandated rules and regulations in Bilingual and ESL Programs.
15. Assumes other duties and responsibilities as assigned by the Director of Bilingual/ESL Education.
16. Establishes and maintains a climate that demonstrates respect and dignity for all Laredo ISD personnel, parents and the surrounding community.

Mental Demands/Physical Demands/Environmental Factors:

- Maintain emotional control under stress
- Work with frequent interruptions
- Moderate lifting and carrying
- District/State wide travel
- Prolonged sitting, standing, and walking
- Hearing, speaking clearly
- Working effectively with others
- Working prolonged or irregular hours

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

I hereby acknowledge that I have received a copy of my job description and understand its content.

Employee Name (print)

Employee Signature

Date