



Longview Independent School District

Job Description

Instructional Coach - Bilingual

JOB TITLE:	Instructional Coach - Bilingual	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Director of Curriculum & Instruction and Professional Development	TERMS:	12 Months
DEPARTMENT:	Curriculum and Instruction	PAY GRADE:	Professional 4 \$75,439 - \$91,442

PRIMARY PURPOSE:

Provides coaching, professional development, and supplemental support to classroom teachers serving English Language Learners (ELL). Evaluate the performance of classroom teachers serving English language learners. Assist the Supervisor of Emergent Bilingual (EB) programs with the support and implementation of the PK-12 ESL programs and Dual Language one-way immersion initiatives of the district.

QUALIFICATIONS:

Education/Certification:

Valid Texas teaching certificate with required endorsements in Bilingual education
Reading Academy Biliteracy Certification (preferred)
Master's Degree from accredited university

Special Knowledge/Skills:

- Knowledge of curriculum design and implementation
- Ability to interpret data and evaluate instruction programs and teaching effectiveness
- Ability to develop and deliver training to adult learners
- Strong organizational, communication, and interpersonal skills
- Knowledge of research-based classroom best practices

Minimum Experience:

3 years minimum teaching experience in Bilingual/ESL classroom (required)
3 years minimum previous coaching or leadership experience (required)



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MAJOR RESPONSIBILITIES AND DUTIES:

Staff Development

1. Work collaboratively with assigned classroom teachers to establish realistic and measurable objectives related to both the teacher's individual professional development and student learning.
2. Support the continuous professional growth and improvement of teacher instructional skills through coaching and collaborative problem solving.
3. Observe classroom instruction and provide feedback and coaching to classroom teachers to facilitate improvement and innovation. Demonstrate teaching strategies with students in the classroom.
4. Evaluate teacher effectiveness in accordance with established district programs.
5. Plan and provide appropriate staff development for teachers, administrators, and staff.
6. Supporting teachers in the design of units and lessons for the development of their yearlong curriculum
7. Provides coaching and expertise in the best practices for successful language acquisition, specifically in the four language domain areas of reading, writing, speaking, and listening.

Instructional and Program Management

8. Work with teachers to analyze and interpret student data and use findings to develop and apply instructional strategies.
9. Develop curricular or behavioral support materials as needed.
10. Disseminate information regarding current research and significant developments on the state and national levels in the area assigned.
11. Monitor fidelity to the curriculum in all assigned teacher classrooms; have critical, yet positive, conversations with teachers who are not following the curriculum; report repeated issues to the supervisor.
12. Create a Reading Academy Biliteracy Tracking system

Other

13. Compile, maintain, and file all reports, records, and other documents required.
14. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
15. Follow district safety protocols and emergency procedures.
16. Other Duties as assigned



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SUPERVISORY RESPONSIBILITIES:

None.

MENTAL DEMANDS / PHYSICAL DEMANDS / ENVIRONMENTAL FACTORS:

Tools / Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (under 15 pounds)

Environment: Work inside; frequent district wide and statewide travel.

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Date: _____

Signature: _____

Date: _____

ESTABLISHED/REVISED: Oct., 2024