



<b>TITLE:</b>	<b>Multilingual (ML) Instructional Coach</b>	<b>STATUS:</b>	<b>Exempt</b>
<b>REPORTS TO:</b>	<b>Principal/Director of Multilingual/Migrant/Title III</b>	<b>TERMS:</b>	<b>189 Days</b>
<b>DEPARTMENT:</b>	<b>Assigned Campus</b>	<b>PAY GRADE:</b>	<b>T1, Chapter 21 Contract</b>

**PRIMARY PURPOSE:**

The ML Instructional Coach will work as a coach to classroom teachers who have emergent bilingual learners in their classrooms. The ML Instructional Coach will use his/her expertise and knowledge in content and second language acquisition to increase teachers’ understanding and practice of classroom instruction for second language learners.

**QUALIFICATIONS:**

**Education/Certification:**

Bachelor’s Degree from accredited university  
 Master’s degree in Bilingual Education or ESL (preferred)  
 Valid Secondary English Teaching Certificate, with ESL endorsement for assigned grade level (Secondary ML Instructional Coaches only)

**Special Knowledge/Skills:**

Fluent and literate in Spanish and English (oral and written) (Elementary and Secondary)  
 Ability to instruct and communicate (both verbally and in writing) effectively  
 Ability to successfully interact with students, professional employees, parents, and district patrons  
 Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

**Experience:**

Minimum of five years of successful teaching experience with ML students  
 Specialized knowledge of subjects assigned such as a as bilingualism and second language acquisition; general computer skills  
 Previous teacher leadership experience  
 Knowledge of Curriculum and Instruction

**Pay Determination:** 75% State Bilingual Ed., 25% State Comp Ed, Stipend 100% State Bilingual Ed.

**WORKING CONDITIONS:**

**Mental Demands/ Physical Demands/Environmental Factors:**  
 While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must maintain emotional control under stress, and occasionally work prolonged and/or irregular hours. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 35 pounds. Specific vision abilities required by this job include close vision. The work environment is a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.). The noise level in the work environment is usually low to moderate.



**Essential Functions:** **Paid**      **% from**      **Funds**  
**Paid**      **% from**      **Funds**

1. Support the philosophy and vision of New Caney ISD.
2. Assist in writing curriculum and assessments for the district learning management system.
3. Actively participate in and contribute to campus leadership teams.
4. Facilitate the instructional practice and professional development of teachers with a focus on improving student achievement.
5. Build and maintain positive relationships with teachers, administrators and staff.
6. Coach teachers on researched-based instructional practices that result in increased student achievement through effective communication and modeling.
7. React to change productively and manage tasks as assigned in a timely manner.
8. Provide individualized, classroom-based coaching for teachers to support them in implementing effective instructional practices.
9. Assist teachers in collecting, analyzing, and reporting data to inform future instruction resulting in student growth.

**General Job Responsibilities:**

1. Model exemplary lessons and activities to give guidance to teachers and conduct classroom observations to help coach teachers.
2. Monitor and coordinate classroom accommodations, strategies, and instructional interventions for all EBs.
3. Assist with campus and district registration such as qualifying students in the areas of EB, Dual Language, and other program recruitment (etc. ESL summer school, Migrant, etc.)
4. Provide individualized, classroom-based coaching to support the implementation of effective instructional and linguistic practices.
5. Assist in the creation of campus and district level assessment for EB students.
6. Collect, analyze, and interpret campus bilingual and ESL students' data to adapt programs and instruction to positively impact students' academic and linguistic achievement.
7. Assist teachers in creating materials that are in alignment with the dual language and ESL curriculum.
8. Conduct professional learning about topics related with second language acquisition and bilingualism including sessions on instructional methods, differentiation, sheltered instruction, biliteracy development, and enrichment opportunities for EB students.
9. Oversee multilingual aides schedules and duties
10. Conduct ongoing campus program evaluations to ensure positive student achievement.
11. Create and maintain effective and sustained school/parent engagement.
12. Assist with the selection of resources and materials for EB students.
13. Build and maintain positive relationships with teachers and administrators.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

Special Funding: If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to termination or nonrenewal, as applicable.



*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

_____ Signature	_____ Printed Name	_____ Date
_____ Supervisor Signature	_____ Printed Name	_____ Date