

TITLE:	EB Specialist - Secondary	STATUS:	Exempt
REPORTS TO:	Director of Curriculum & Instruction - Secondary	TERMS:	223 Days
DEPARTMENT:	Instruction	PAY GRADE:	AP5, Chapter 21 Contract

PRIMARY PURPOSE:

To increase student academic achievement by expanding and improving the quality, effectiveness, and capacity of classroom teachers. This role coordinates instructional support across secondary campuses to ensure that curriculum and classroom instruction natively integrate high-yield linguistic strategies. The specialist designs and delivers intensive, job-embedded professional development, supports LOTE teachers, provides classroom coaching, and helps align curriculum documents to support English Learners (EBs) in mastering the Texas Essential Knowledge and Skills (TEKS).

QUALIFICATIONS:

Education/Certification:

Master's degree from an accredited college or university preferred
Valid Supervisor's Certificate or Mid-Management certification preferred
Valid Texas Teaching Certificate
Certified in the state appraisal system

Special Knowledge/Skills:

Fluent and literate in Spanish and English (oral and written)
Knowledge of curriculum and instruction
Knowledge of state required testing programs
Ability to evaluate instructional programs and practices
Ability to interpret and present test data
Ability to develop and deliver effective professional development
Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

Experience:

Minimum of five (5) years of successful EB/Immigrant teaching experience preferred
Strong background in instruction for English learners and immigrant students

WORKING CONDITIONS:

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

Lifting: Occasional light lifting and carrying (less than 25 pounds)

Environment: Frequent districtwide travel; occasional statewide travel

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

Essential Functions:**1. Instructional Coaching & Teacher Support**

- Coach classroom teachers of secondary English Learners to improve instructional delivery, implement sheltered instruction strategies, and enhance student engagement.
- Observe classroom instruction regularly to offer technical assistance, actionable feedback, and personalized coaching to teachers.
- Demonstrate successful teaching strategies and model high-yield linguistic accommodations that address specific instructional targets in the classroom.
- Provide immediate instructional resources and teaching tools to assist educators in maintaining high-quality academic and linguistic concept delivery; work collaboratively with instructional coaches.

2. Professional Development & Educator Growth

- Design, coordinate, and deliver intensive professional development that equips secondary teachers and administrators with the skills to improve academic content delivery for EBs.
- Facilitate collaborative learning sessions (e.g., PLCs) focused on data-driven instructional adjustments, classroom management, and secondary language acquisition.
- Stay current on research regarding educator professional growth, instructional design, and pedagogical practices for diverse secondary student populations.

3. Curriculum Alignment & Structural Design

- Provide structural leadership in integrating research-based English Language Proficiency Standards (ELPS) and linguistic scaffolding directly into secondary curriculum documents vertically and horizontally.
- Assist campus personnel in evaluating and selecting high-quality instructional materials, software, and supplemental resources to enhance teacher-led instruction.
- Assist campuses in building uniform, high-quality formative assessments to help teachers regularly gauge the academic progress of English Learners.

4. Data Analysis & Professional Responsibilities

- Review disaggregated academic test data alongside campus teams to identify systemic instructional gaps and support teachers in adjusting their instructional plans.
- Actively seek and utilize evaluative feedback from supervisors, peers, and campus teams to continuously improve professional coaching skills.
- Comply with all district policies, as well as state and federal laws and regulations.
- Performs other professional growth-related tasks and duties as assigned by the Director of Curriculum and Instruction.

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