



Job Description

Position Title:	Coordinator, World Language
Job Title:	Coordinator I
Function:	Academic Support
Family:	Curriculum Planning
Reports to:	Director, Curriculum & Instruction

Terms of Employment:					
Pay Grade:	E17	Minimum Salary: *	\$69,460	Mid-Point Salary:	\$84,391
*Salary is determined on directly related experience supported by a service record or experience affidavit. For more information on our pay policy, please refer to the Compensation Resource Manual . Annualized pay may be pro-rated based on actual start date.					
Minimum Work Days:	230	Type of Assignment:	Full-Time; Exempt	Contract Type:	Probationary-Other
Funding Source:	This position is locally funded				

Job Scope

Uses significant independent judgment and familiarity with the field to perform work. May be responsible for the administration of various moderate and high complexity departmental programs and may lead a group of employees. May develop policies and procedures and oversee the implementation and execution of them.

Position Summary

Coordinate the successful implementation of world language programs throughout the District while providing support to school administrators, faculty, and staff. To interpret changes to District curriculum regarding world languages, inform teachers and principals of the implications of those changes, and ensure that instruction is aligned with curriculum goals. To provide professional development opportunities for staff and assist teachers in developing goals for individual programs.

Essential Functions / Key Responsibilities

1. Develop and coordinate the implementation of the world language programs (Grades K-12), visit campuses and observe classes to evaluate current programs and assess the need for new programs.
2. Collaborate with principals and teachers to discuss the implementation of curriculum goals.
3. Develop strategies and policies and procedures to meet the district’s world language education objectives; Provide leadership for implementation of the district’s World Language Education programs.
4. Ensure teachers and principals are familiar with any changes to the regarding world languages.
5. Provide leadership in curriculum planning and the formation of goals and objectives for world languages education.
6. Develop and coordinate the overall evaluation of the world language programs in the district and develop strategies for improvement.
7. Coordinate and provide staff development opportunities for world languages education.
8. Develop assessments such as end of course exams and CBA’s with curriculum and assessment committees.



Job Description

9. Provide recommendations with the acquisition of appropriate textbooks, teacher guides, training manuals, testing and evaluation manuals and procedures, multimedia visual aids, and other instructional materials and equipment for world languages courses. Monitor related equipment inventories and determines needs.
10. Collaborate with community organizations to organize cultural activities for students; obtains financial support from various community organizations. Keep parents, administrators and community citizens informed about world language programs in the school system.
11. Assist Executive Director of Curriculum, Instruction, and Assessment with developing the annual budget for world language programs and events.
12. Participate in various professional and community organizations; attend various workshops, seminars, and conferences to continuously update professional knowledge.
13. Develop and maintain a network of contacts to assist in the implementation of the district's world language education programs.
14. Coordinate draft grant applications and proposals that support world language education programs and supervise all personnel generated by such grants as well as all other district World Language staff.
15. Research and select outside consultants and trainers to conduct training in specific topics as they relate to world language education programs requirements.
16. Develop a comprehensive five-year plan for world language education in the district.
17. Assists Personnel Department in the screening and interviewing of teacher applicants
18. Perform other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- Bachelor's degree from an accredited college or university or 4 years equivalent experience.
- 5+ years of related experience to include:
 - 3 years of teaching.
 - 2 years as a World Language education coordinator or related field.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee.

Preferred Requirements

- Master's degree from an accredited college or university or 4 years equivalent experience.

Knowledge, Skills & Abilities

- Effective communication skills, both oral and written, with diverse groups of individuals utilizing tact and diplomacy.
- Demonstrated ability to develop effective working relationships.
- Excellent ability to establish and maintain positive working relationships with students, families, district personnel, business partners, and the community
- Demonstrate a high level of personal integrity, a collaborative leadership style and high ethical standards.
- Demonstrated ability to maintain informed of and comply with state, district, and campus policies affecting daily attendance, punctuality, and confidentiality.
- Comply with the Texas Educator's Code of Ethics.



Job Description

Working Conditions

Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc).

Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.

Supervisory Responsibilities / Direct Reports

- None

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at: <https://pol.tasb.org/PolicyOnline?key=176>.

San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado migratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

Employee Signature:

Date: