



Job Description

Position Title:	Program Coordinator I Bilingual
Job Title:	Program Coordinator, I
Function:	Program/Project Management
Family:	Program Management
Reports to:	Director, Dual Language, ESL & Migrant Department

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:	Non-Chapter 21
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

Responsible for coordinating, implementing, and monitoring effective dual language and ESL programs that results in improved classroom and site practices to increase student learning performance and growth. Plans, coordinates, and delivers professional learning opportunities for staff that reflect data needs. Provide leadership in developing and implementing the district's bilingual program. Collaborate with key campus staff to provide coaching and modeling of best practices to meet the needs of emergent bilingual learners.

Essential Functions / Key Responsibilities

1. Oversees, coordinates, monitors, and evaluates the activities and/or programs in the assigned area of specialization. Monitor the implementation of new and existing programs and initiatives designed to address the needs of the district and/or students; ensures adherence to mandated guidelines governing the activities or program(s).
2. Serves in a liaison capacity; establishes and maintains partnerships with various external organizations, and governmental agencies; interacts and works collaboratively with other departments within the District.
3. Determines and acquires data required to accurately evaluate program performance and effectiveness; utilizes data to report on program results, identify trends and make recommendations for improvement or new district/ curriculum initiatives.
4. Provides instructional leadership in the integration of core content in Spanish, implementation of differentiation strategies that support second language acquisition and biliteracy pedagogy.
5. Develops training and other materials necessary to effectively program support, resources, material and training to stakeholders and program recipients.



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6. Participates in the development of grant requests and proposals, as appropriate.
7. Develops and revises policies, regulations, curriculum, manual and other materials related to the assigned program.
8. 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.
- 3+ years progressive experience in program coordination or related field to include:
 - 3 years as a Bilingual and/or ESL teacher.
 - Experience developing/implementing staff development.
- 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.
- Valid Texas Teaching certificate with endorsement in Bilingual education or ESL.
- 5+ years of related experience

Knowledge, Skills & Abilities

- Knowledge of Dual Language/CBLI/ESL.
- Knowledge of curriculum and instruction.
- Knowledge of instructional strategies, assessments, and resources for the education of bilingual students.
- Knowledge of Spanish language arts, biliteracy, and effective curriculum implementation.
- Knowledge and experience in LPAC
- Demonstrated ability to interpret policy, procedures, and data.
- Demonstrated ability to communicate effectively with bilingual parents and students.
- Comprehensive knowledge of the adult-learning process.
- Strong organizational, communication, and interpersonal skills.

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



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- 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 inmigratorio/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: