

Terrell I.S.D. Job Description

Terrell Independent School District is an Equal Opportunity Employer

No person shall, on the basis of national origin, race, gender, creed, religion, age, or handicap, be excluded from participation in, be denied the benefit of, or subjected to discrimination in employment, or recruitment consideration, or selection for full or part-time professional positions in the Terrell Independent School District.

In accordance with Terrell ISD Board Policy DC (Local) the following position is posted:

Job Title: Dual Language Specialist

Work Days: 182

Reports to: Executive Director of Leading and Learning

Pay Grade: According to TISD Salary Schedule

Dept./School: Assigned Campus

Start Date: 2023-2024 School Year

Contact Person: Melissa Nichols
Director of Human Resources

ESSER Funded- 100%

Primary Purpose:

Provide leadership in developing and implementing the district's Dual Language program, while adhering to all local, state, and federal compliance guidelines. Consult and provide staff development with teachers and administrators regarding the implementation of the Dual Language program. Provide coaching to Dual Language and ESL teachers working with bilingual students. Collaborate with district staff and outside personnel to ensure educational opportunities for bilingual students. The primary purpose of this position is to respond to the impact of the COVID-19 pandemic on the social, emotional, mental health, and academic needs of students, with an emphasis on addressing the disproportionate impact of coronavirus on specific student populations.

Qualifications:

Education/Certification:

Bachelor's degree

Valid Texas teaching certificate with endorsement in Bilingual/ESL education

Proficiency in Spanish

Special Knowledge/Skills:

Knowledge of curriculum and instruction

Knowledge of effective strategies and materials for the education of Emergent Bilingual students in Dual Language programs

Comprehensive knowledge of Bilingual/ESL education laws, policies, and procedures

Comprehensive understanding of Bilingual/ESL compliance, curriculum, and instructional best practices

Ability to interpret data

Ability to communicate effectively with bilingual parents and students

Strong organizational, communication, and interpersonal skills

Experience:

3 years experience as a bilingual teacher in a Dual Language program preferred

Major Responsibilities and Duties:

Instructional and Program Management

1. Implement procedures and coordinate the process to identify bilingual students at all grade levels districtwide, including review of student data and testing of students.
2. Develop bilingual and Dual Language curricular documents and instructional support materials. Provide resources and materials to support staff in accomplishing program goals.
3. Work with other curriculum coordinators to establish and maintain challenging academic standards that will ensure that students become biliterate and thrive in the Dual Language program, holding to content area standards to ensure students are successful on local and state assessments.

4. Consult with teachers to develop and provide bilingual students with appropriate course work through curriculum modification and acceleration.
5. Observe classroom instruction and provide feedback and assistance to classroom teachers to facilitate improvement and innovation. Demonstrate teaching strategies with students in the classroom.
6. Plan and provide staff development including sessions on methods for identifying and instructing bilingual students in a Dual Language program and enriched learning.
7. Plan and conduct parent meetings. Consult with parents, administrators, counselors, teachers, community agencies, and other relevant individuals regarding bilingual students in a Dual Language program.
8. Evaluate the Dual Language program effectiveness based on evaluative findings (including student achievement data) and recommend changes as need.
9. Implement and coordinate the Latino Literacy Project.
10. Lead the Dual Language Task Force in the continued development and enrichment of the Dual Language program.

Budget and Inventory

11. Participate in development, preparation, and administration of the budget for supplies and equipment and ensure that the program is cost effective and funds are managed wisely.
12. Contribute to the selection and purchase of supplemental equipment and supplies for the program.
13. Participate in grant-writing activities to obtain program funding.

Other

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

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, and twisting

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

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Frequent district wide travel; occasional statewide travel

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

<p>The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.</p>

By signing the job description, I acknowledge and agree to the following statements:

I agree to perform these activities as assigned and understand that these activities are supported by the ESSER program.

I agree to provide supporting documentation of all activities as required by federal guidelines.

I certify that the activities performed are reasonable and necessary, and allocable to the specified grant

Application Procedures

District Employees:

1. Complete an internal application online at <https://www.applitrack.com/terrellisd/onlineapp/>
 - a. You may attach an updated resume
 - b. You may attach a letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications
2. Other credentials as applicable

Outside Applicants:

1. Online Application <https://www.applitrack.com/terrellisd/onlineapp>
 - a. You may attach a resume and a letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications
 - b. Other credentials as applicable
2. Official transcript(s) will be requested after a recommendation for hire is received

Terrell ISD has a strong commitment to the principle of diversity in all areas. In that spirit, we are particularly interested in receiving applications from a broad spectrum of people including men, women, ethnic minorities, and individuals with disabilities.

ESSER III DISCLAIMER: This position is Federally funded and is annually reviewed/ evaluated to determine program effectiveness. There is no guarantee of funds beyond the current school year.