

Job Title	Coordinator Dual Language and English as a Second Language District-Wide	Job Title Code	126701
Reports to	Director Connecting Languages	Wage/Hour Status	Exempt
Dept/School	Connecting Languages	Pay Grade	106
		Date Revised	August 6, 2025

Primary Purpose

Responsible for coordination in the research, design, support, monitoring, and district-wide implementation of Dual language and ESL strategies, curriculum and instruction for elementary and secondary campuses. Work collaboratively with facilitators, administrators, and stakeholders to support the vision, philosophy, and goals of the district's dual language and ESL plan.

Education/Certification

- Master's Degree from an accredited college or university
- Valid Texas Teaching Certificate with Bilingual or ESL education or endorsement/supplement

Special Knowledge/Skills

- Leadership ability in working with administrators, teachers, and the public
- Knowledge of development, implementation, and assessment of instructional framework and programs
- Knowledge of dual language and ESL curriculum trends, issues, school reform, and standards development
- Excellent project management and community-building skills
- Coordinate with outside vendors and internal stakeholders for instructional resources
- Ability to effectively coordinate cross-functional teams and special project committees
- Ability to adhere to policy, procedure, and practice
- Strong organizational, communication, and interpersonal skills
- Effective communication and presentation skills
- Knowledge of second language acquisition process and best practices

Experience

- Three (3) years Dual Language or ESL teaching experience
- Knowledge of and participation in district curriculum-development initiatives

Major Responsibilities and Duties

1. Research effective models, best practices and challenges to design and pilot effective dual language and ESL programs district wide.
2. Align models with district instructional goals to deliver strong student achievement results.
3. Partner with instructional and administrative staff, cross-functional teams, and stakeholders to determine implementation needs and requirements.
4. Support development of learning for Emergent Bilingual populations.
5. Provide leadership and coordination in the formulation and implementation of programs.
6. Collaborate with instructional staff, school leadership teams, and other stakeholders to ensure the successful implementation of the District-wide program.
7. Design and deliver a sequence of professional development training to ensure success with the implementation of programs.
8. Manage delivery of programs, addressing issues and challenges that arise.
9. Evaluate student progress to determine the effectiveness of programs.
10. Ensure programs are responsive to student needs and in accordance with federal and state mandates.
11. Compile, report, and maintain programmatic data and information as required.

12. Perform other duties as assigned by the supervisor.

Communication and Community Relations

- 13. Collaborate with other departments to advance the academic mission of the district.
- 14. Promote and provide information to the community regarding all program options for ELL students.
- 15. Plan, attend and lead meetings assigned by the Director.
- 16. Use technology and social media to provide relevant information to the community.
- 17. Maintain high visibility at District campuses.
- 18. Participate in District and community activities.

Professional Growth and Development

- 19. Organize, plan and implement staff development sessions based on observed needs.
- 20. Engage in personal research regarding Dual Language and ESL trends.
- 21. Engage in professional development activities as assigned by the Director.
- 22. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

- 23. Share supervisory responsibility for professional staff with the director.
- 24. Assist the director in the supervision of support personnel.
- 25. Participate in activities to enhance personal leadership skills.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress; occasional prolonged and irregular hours; frequent local, district and state travel.

Terms of Employment

226 days; salary to be established by the Board of Trustees

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.

Approved: _____
 Job Title: _____
 Date: _____

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 Job Title: _____
 Date: _____

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____
 Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred



JOB DESCRIPTION

to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.