

<b>Job Title:</b>	Dual Language Leader	<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Director Connecting Languages	<b>Pay Grade:</b>	TBA
<b>Dept. /School:</b>	Connecting Languages	<b>Date:</b>	April 18, 2023

**Primary Purpose**

Assist the Director in the implementation of dual language education, with focus in early childhood education, gifted education, and instructional technology. Provide professional development for early childhood teachers and other District stakeholders on dual language education, program development, best practices, assessment, and instructional strategies.

**Qualifications****Education/Certification**

Bachelor's Degree from an accredited university or college  
Valid Texas Teaching Certificate  
Bilingual or ESL Certification

**Special Knowledge/Skills**

- Strong instructional ability as a Dual Language Education (DLE) classroom teacher
- Demonstrated ability in communication, organizational, and presentation skills
- Knowledge of DLE, 50/50 Model, Grades PK-5
- Knowledge of the TEKS and Guiding Principles of DLE
- Knowledge of DLE assessments, in English and Spanish
- Ability to work with campus administrators and campus DLE teachers

**Experience**

Three (3) years teaching experience in Dual Language Education

**Major Responsibilities and Duties**

1. Serve as an onsite resource for DLE for instructional and administrative staff.
2. Mentor and assist DLE teachers in the development of teaching skills, strategies, or techniques to support implementation of early childhood programs.
3. Conduct classroom demonstrations on biliteracy development, content biliteracy development and classroom management techniques.
4. Promote use of technology to strengthen teaching and learning processes.
5. Maintain consistent communication with Director for Connecting Languages/Dual Language.
6. Submit weekly reports of activities and professional development sessions/PLCs conducted at assigned campuses.
7. Work with teacher's illiteracy development and oral language development.
8. Support Division Facilitators and Teacher Leaders with District-wide professional development DLE.
9. Work with parents and other stakeholders to increase awareness of DLE and effective implementation of the district's 50/50 model for biliteracy.
10. Maintain the program instructional materials; inventory and distribute instructional materials at assigned campus/dual language classrooms.

**Supervisory Responsibilities**

None

**Physical and Mental Job Requirements****Mental Demands / Physical Demands / Environmental Factors**

Maintain emotional control under stress. Frequent standing, stooping, bending, kneeling, pushing, and pulling. Move small stacks of textbooks, desks, and other classroom or adaptive equipment.

**Terms of Employment**

187 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: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

*I have read and understood the contents of this job description. I acknowledge that my performance evaluation will be based on stated duties/responsibilities. I am also aware that my position is funded with external funds (State Compensatory Education or federal) and my job duties/responsibilities must comply with the respective Program requirements.*

*Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_*

*I hereby certify the above information to be true and correct. The employee will be supervised to ensure that work performed by the individual listed above, is compliant with respective Program requirements.*

*Supervisor Signature: \_\_\_\_\_ 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 to the District compliance officer, Rosa Ramos, at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball 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, Rosa Ramos al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.