

<b>Job Title:</b> Facilitator Secondary ESL and LOTE	<b>Wage/Hour Status:</b> Exempt
<b>Reports to:</b> Director	<b>Pay Grade:</b> 105
<b>Dept/School:</b> Connecting Languages	<b>Date Revised:</b> November 1, 2024

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**Primary Purpose**

Assist the Director, principals, and teachers, in planning, developing, training, implementing, and evaluating instructional practices to promote bilingual, bicultural, and biliterate education. Plan, organize and assist in the development and training for the District's Languages Other Than English (LOTE) program. Assist teachers and principals in implementation of the Languages Other Than English (LOTE) TEKS. Provide support to secondary ESL teachers.

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

Master's Degree

Valid Texas Teaching Certificate with Bilingual or ESL education endorsement

**Special Knowledge/Skills**

- Strong instructional ability as a classroom teacher
- Demonstrated ability in communication, organizational, presentation, curriculum writing, and implementation skills
- Knowledge of second language acquisition and support for LEP students

**Experience**

Three (3) years teaching experience

**Major Responsibilities and Duties****Instructional Management**

1. Plan for and organize the delivery of the district's LOTE instructional programs to ensure implementation of adopted curriculum.
2. Create and manage LOTE district course numbers
3. Assist schools to increase student participation in Advanced Placement LOTE courses by providing information sessions
4. Plan for and organizes the delivery of the district's regular and compensatory instructional programs to ensure implementation of adopted curriculum.
5. Adhere to local, state, federal rules, regulations and policies.
6. Assist teachers to increase student achievement by promoting quality instructional practices that engage students in the lesson including students discussing concepts, student opinions, and student writing.
7. Provide demonstration teaching the best practices.
8. Plan, implement, and evaluate instructional programs with teachers and principals.
9. Assess, develop and implement the use of technology.
10. Participate in the selection of all state and locally adopted textbooks and materials as assigned.
11. Plan and provide technical assistance to support the adopted curriculum.
12. Develop programs, with teachers, designed to increase student self-esteem.
13. Keep information about national, state, and district programs and trends.
14. Perform other duties as assigned by supervisor.

**Communication and Community Relations**

15. Maintain high visibility in the educational community.
16. Participate in district and community activities.
17. Promote and provide information to the community regarding dual language.
18. Plan and chair committees and/or meetings assigned by immediate supervisor.
19. Promote and communicate high expectations of teacher and student performance.

20. Assist and promote safety procedures in the district.

**Professional Growth and Development**

- 21. Organize, plan and implement staff development programs.
- 22. Assist in conducting training sessions for teachers.
- 23. Review research and other findings in the content area on which to base staff development programs.
- 24. Keep informed on the latest research trends and development for staff development training.

**Supervisory Responsibilities**

None

**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

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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: \_\_\_\_\_

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