

Job Title: Facilitator Secondary ESL and Dual Language

Wage/Hour Status: Exempt

Reports to: Director

Pay Grade: 105

Dept./School: Connecting Languages

Date Revised: April 13, 2023

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 Dual Language and ESL programs. Assist teachers and principals in implementation of the English Language Proficiency Standards (ELPS) and the content area Texas Essential Knowledge and Skills (TEKS).

Qualifications

Education/Certification

Master's Degree

Valid Texas Teaching Certificate with Bilingual or ESL education endorsement/supplement

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 ELL students
- Knowledge with program development

Experience

Three (3) years teaching experience

Major Responsibilities and Duties

Instructional Management

1. Plan for and organize the delivery of the district's regular and compensatory instructional programs to ensure implementation of adopted curriculum.
2. Adhere to local, state, federal rules, regulations and policies.
3. 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.
4. Assist in the development of needs assessment for the identification of target areas.
5. Assist in the communication of training arrangements for all teachers.
6. Provide demonstration teaching the best practices.
7. Plan, implement, and evaluate instructional programs with teachers and principals.
8. Assess, develop and implement the use of technology.
9. Participate in the selection of all state and locally adopted textbooks and materials as assigned.
10. Plan and provide technical assistance to support the adopted curriculum.
11. Develop programs, with teachers, designed to increase student self-esteem.
12. Keep information about national, state, and district programs and trends.
13. Perform other duties as assigned by supervisor.

Communication and Community Relations

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

Professional Growth and Development

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

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, 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 at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.