

Job Title: Coordinator Bilingual Operations and
Compliance District Wide

Wage/Hour Status: Exempt

Reports to: Director Connecting Languages

Pay Grade: 106

Dept./School Connecting Languages

Date Revised: October 3, 2024

Primary Purpose

Assist in identifying, processing, placing, and monitoring English Language Learners (ELLs). Provide training and development for the District's Language Proficiency Assessment Committee (LPAC) Framework. Monitor and provide ongoing support and guidance to campuses on LPAC procedures and compliance.

Qualifications

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

- Understanding of the LPAC Framework
- Effective communication and presentation skills
- Knowledge of second language acquisition process and best practices

Experience

Three (3) years teaching experience

Major Responsibilities and Duties

Compliance Management

1. Adhere to and promotes local, state, and federal rules, regulations, and policies.
2. Provide support and guidance to campus administrators, teachers, and parents in the identification, processing, placement, and monitoring of English Language Learners (ELLs).
3. Plan, organize and assist in the development and training for the District's Language Proficiency Assessment Committee (LPAC) Framework.
4. Engage LPAC administrators and LPAC clerks in developing, implementing and evaluating district-wide compliance protocols.
5. Regularly monitors campus LPAC compliance via audits and online programs and provides written feedback to principals and LPAC administrators that results in improved practices.

Communication and Community Relations

6. Collaborate with other departments to advance the academic mission of the district.
7. Develop, implement, and communicate compliance timelines to guide the work of LPAC committees.
8. Promote and provide information to the community regarding all program options for ELL students.
9. Plan, attend and lead committee meetings as assigned by the Executive Director.
10. Promote and communicate high expectations for all LPAC members regarding compliance standards.
11. Use technology and social media to provide relevant information to the community.
12. Maintain high visibility at District campuses.
13. Participate in District and community activities.

Professional Growth and Development

14. Organize, plan and implement staff development sessions based on observed needs.
15. Engage in personal research regarding compliance issues at the local, state and national level.
16. Provide for the mentorship of new campus LPAC administrators.
17. Engage in professional development activities as assigned by the Executive Director.
18. Perform other duties as assigned by supervisor.

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, 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.