

**Job Title:** CURRICULUM COORDINATOR, BILINGUAL/ESL  
**Reports to:** Director of Bilingual  
**Dept./School:** Bilingual Department  
**Wage/Hour Status:** Exempt  
**Date Revised:** August 16, 2021

**Primary Purpose**

Evaluate and provide leadership for the District Bilingual/ESL program. Responsible for the effective and efficient coordination and implementation of Bilingual curriculum, instruction and staff development to meet the needs of all eligible ELL students.

**QUALIFICATIONS**

**Education/Certification**

Master's degree in Education or appropriate area  
Valid Texas teaching certificate with endorsement in Bilingual/ESL Education  
Texas Mid-management certificate or other appropriate Texas Principal Certificate, preferred

**Special Knowledge/Skills**

Ability to organize and coordinate district-wide program  
Ability to interpret data  
Knowledge of curriculum and instruction  
Knowledge of strategies and materials for the education of bilingual students  
Strong organizational, communication, and interpersonal skills  
Ability to communicate effectively with bilingual parents and students

**Experience**

Three years' experience as a bilingual teacher

**MAJOR RESPONSIBILITIES AND DUTIES**

**Program Management**

1. Facilitate the development of quality curriculum in accordance with the Department Curriculum and Instruction.
2. Develop and revise bilingual curriculum as needed.
3. Ensure effective implementation and articulation of the curriculum.
4. Assist teachers to develop and provide bilingual students with appropriate course work through curriculum modification, acceleration, etc.
5. Provide ongoing support for the effective use of research-based bilingual/ESL instructional practices through staff development.
6. Provide staff development to teachers, aides, teacher assistants, and other staff to increase their skills and knowledge in meeting the needs of bilingual/ESL students.
7. Coordinate staff development and collaborative meetings for bilingual self-contained teachers.
8. Analyze and disaggregate assessment data to examine the effectiveness of the curriculum for the purpose of addressing the learning needs of bilingual/ESL students and implementing changes based on this data.

9. Conduct walk-throughs to monitor and ensure that instruction is effective and rigorous and provide productive feedback that will assist teachers in improving instruction for the academic advancement of bilingual/ESL students.
10. Analyze bilingual/ESL student achievement data to identify campus and district instructional needs and arrange/conduct for training based on those needs.
11. Provide bilingual strategists with training based on research-based practices that will promote the academic progress of bilingual/ESL students.
12. Coordinate Bilingual summer school program (Ready, Set, Learn & Jump Start) and the selection of key personnel, development of curriculum, and attainment of necessary instructional materials and supplies.

### **Consultation**

13. Provide resources and materials to support staff in accomplishing program goals.
14. Meet with key personnel of non-academics to determine the data-based needs of teachers and students and provide professional development based on those needs.
15. Work cooperatively with appropriate campus personnel, such as strategists, in the development and implementation of staff development and instructional services to improve bilingual student achievement.
16. Secure consultants as needed to assist in building the capacity of bilingual/ESL staff for the purpose of attaining objectives and goals set by the district.
17. Collaborate with Parent/Community Bilingual/ESL Coordinator conduct staff development for parents of bilingual/ESL students as needed.

### **Climate**

18. Communicate and promote high expectation levels of staff and student performance in an enabling, supportive way; provide proper recognition of excellence and achievement.
19. Establish and maintain an environment which is conducive to positive staff morale and directed towards achievement of the department/district's mission.
20. Communicate effectively with students, staff, parents and community about the bilingual program's goals, expectations and initiatives.
21. Mediate and facilitate effective resolution of conflicts in a timely fashion.
22. Has a clear sense of the department/district's mission; actively involves all stakeholders in planning and decision-making in order to accomplish the mission.
23. Initiate and support programs and actions that facilitate a positive, caring climate for learning and an orderly, purposeful environment.
24. Establishing a continuous focus on student growth and learning with established timelines for meeting performance objectives.

### **School Improvement**

25. Identify, analyze, and apply research findings to facilitate improvement in the Bilingual program.
26. Develop, maintain, and utilize appropriate information systems and records necessary for attainment of the bilingual department's mission.

**Budget and Inventory**

- 27. Assist with the selection and purchase of supplemental equipment and supplies for the program.

**Policy, Reports, and Law**

- 28. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
- 29. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.

**Other**

- 30. Perform other duties assigned by supervisor.
- 31. Maintain confidentiality of information.

**Supervisory Responsibilities**

- 32. None.

**Working Conditions**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Frequent prolonged and irregular hours. Frequent district wide travel.

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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.

**Reviewed by:** \_\_\_\_\_

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

**Approved by:** \_\_\_\_\_

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