**JOB DESCRIPTION**

**ELEMENTARY BILINGUAL SPECIALIST (ITINERANT)**

**JOB TITLE:** Elementary Bilingual Specialist (Itinerant)  
**WAGE/HOUR STATUS:** Exempt  
**REPORTS TO:** Assistant Superintendent, Campus Accountability  
**TERMS:** 203 Days  
**DEPARTMENT:** Curriculum & Instruction  
**PAY GRADE:** Teacher Pay Schedule  

**PRIMARY PURPOSE:**
Provide students with appropriate learning activities and experiences designed to fulfill their potential for intellectual, emotional, physical and social growth; enable students to develop competencies and skills to function successfully in society.

**QUALIFICATIONS:**

**Education/Certification:**
Bachelor’s degree from accredited college or university  
Valid Texas teaching certificate with endorsements in Bilingual education

**Special Knowledge/Skills:**
- Fluent in both English and Spanish (Biliterate)  
- Knowledgeable about Chapter 89 Commissioner's Rules concerning Bilingual Ed  
- Knowledgeable of the Gomez and Gomez Dual Language model  
- Knowledgeable about PBMAS, LEP students (Bilingual, ESL, denials, monitored)  
- Knowledgeable about LPACs, ELPS, TELPAS  
- Knowledgeable of proactive strategies associated with creating and sustaining educational learning environments that are positive, safe and conducive to learning for bilingual students  
- Ability to instruct students and manage their behavior  
- Strong organizational, communication, and interpersonal skills

**Experience:**
Three to five years of successful teaching experience
MAJOR RESPONSIBILITIES AND DUTIES:

1. Serves as a resource to parents, administrators and teachers to ensure Bilingual student success

2. Interacts and provides information to the Hispanic community regarding student academic programs and services (Bilingual, ESL, IB, GT, etc.)

3. Assists and collaborates with teachers in the implementation with fidelity of the Gomez and Gomez Dual Language model

4. Assists Lead teachers with all LPAC documentation, blue folders on all Bilingual campuses

5. Supports teachers with ELLEVATION, DMAC, TELPAS, Sistema, Common assessments

6. Assists in the implementation of data driven instruction decisions to support Bilingual student learning

7. Models and participates in effective instructional practices including the district adopted Dual Language program

8. Assists in planning and conducting professional development for bilingual teachers

9. Performs classroom visitation and monitors fidelity to the district adopted Dual Language model

10. Attends ARD and LPAC meetings when needed to interpret, or be the LPAC representative

11. Adheres to local, state, federal rules, regulations and policies

12. Conduct assessments of student learning styles and use results for instructional activities

13. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP)

14. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements

15. Use technology to strengthen the teaching/learning process
MAJOR RESPONSIBILITIES AND DUTIES: (continued)

16. Conduct ongoing assessment of student achievement through formal and informal testing
17. Be a positive role model for students; support mission of school district
18. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
19. Establish and maintain open lines of communication by conducting conferences with parents, students, principals, and teachers
20. Maintain a professional relationship with all colleagues, students, parents, and community members
21. Use effective communication skills to present information accurately and clearly
22. Participate in the district staff development program
23. Demonstrate interest and initiative in professional improvement
24. Demonstrate behavior that is professional, ethical, and responsible
25. Compile, maintain, and file all reports, records, and other documents required
26. Attend and participate in faculty meetings and serve on staff committees as required
27. Comply with district policies, as well as state and federal laws and regulations
28. Adhere to the district’s safety policies and procedures
29. Maintain confidentiality in the conduct of district business
30. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
31. Demonstrate regular and prompt attendance
32. Other duties as assigned
JOB DESCRIPTION

ELEMENTARY BILINGUAL SPECIALIST (ITINERANT)

SUPERVISORY RESPONSIBILITIES:

Supervise assigned teacher aide(s) as required

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

EVALUATION:

Teacher Evaluation and Support System (T-TESS)

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: ______________________________________________________

Signature: ___________________________ Date: ___________________________

ESTABLISHED/REVISED: Jan., 2019

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