



Longview Independent School District

JOB DESCRIPTION

SUPERVISOR FOR ESL PROGRAMS

JOB TITLE:	Supervisor for ESL Programs	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Assistant Superintendent, Campus Accountability	TERMS:	226 Days
DEPARTMENT:	Curriculum & Instruction	PAY GRADE:	Administrative 4

PRIMARY PURPOSE:

Support the improvement of instruction for LEP students in all LISD schools through curriculum, instruction, assessment, and professional development; facilitate the implementation of a district curriculum; work collaboratively within a high performance team to ensure LEP student success; demonstrate efforts in supporting teachers in the use of best practices in instruction; coordinate Spanish assessment of student achievement; provide/facilitate district and campus-level professional development; provide supplemental ongoing training and support to improve the instruction to LEP students; facilitate the district program for Bilingual & ESL compliance; collaborate with district staff and outside personnel to provide educational and career opportunities for all listed student groups

QUALIFICATIONS:

Education/Certification:

- Bachelor of Arts degree
- Master's degree, preferred
- Valid Texas teaching certificate with endorsement in bilingual or ESL education

Special Knowledge/Skills:

- Considerable teaching, supervisory, or administrative experience, some of which shall have been related to assignment
- Technical knowledge of Bilingual/ESL compliance requirements
- Demonstrated ability as a presenter/facilitator
- Demonstrated ability to design and implement professional development
- Demonstrated skills in human relations, leadership and mentoring
- Working knowledge of STAAR, STAAR data disaggregation and organizational impact
- Advanced level of working knowledge of TEKS
- Ability to design aligned assessments
- Ability to speak Spanish, preferred



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QUALIFICATIONS: (continued)

Experience:

Progressively more responsible experience in bilingual education, including teaching or related services, activities and supervision

Or any equivalent combination of education and experience that would provide the above noted knowledge, skill, and ability

MAJOR RESPONSIBILITIES AND DUTIES:

Leadership:

1. Demonstrate outstanding verbal and written communication skills with parents, teachers, students and administrators at all levels
2. Demonstrate and maintain high standards of professional conduct
3. Support teachers so that they are able to provide quality instruction for all students
4. Support the use of staff member skills to meet campus and district goals/objectives to improve student achievement
5. Assist campus administrators in leading the staff to commit to the accomplishment of goals and objectives to increase student performance
6. Assist the district administration/leadership team to ensure the implementation of the District Improvement Plan

Curriculum and Instruction; Professional Development; Assessment:

7. Facilitate the implementation of district curriculum in collaboration with district teachers and other identified professionals
8. Assist the campus administration as he/she ensures the implementation of the district curriculum
9. Maintain a current and deep understanding of district curriculum
10. Assist teachers in developing and implementing plans with students to raise performance levels



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Curriculum and Instruction; Professional Development; Assessment: (continued)

11. Meet with teachers individually and in various group settings in which instruction and curriculum are planned and assessed for continuous growth
12. Develop rigorous, district TEKS-aligned assessments
13. Assist principals and teachers in disaggregation of class/grade level/subject specific data and identification of strategies for improvement
14. Demonstrate a high level of understanding and use data disaggregation
15. Assist teachers/staff in understanding and implementing differentiation and enrichment strategies in instructional methods
16. Assist principals in selecting and evaluating the effectiveness of instructional programs
17. Learn about and lead initiatives that leverage best use of technology to improve LISD student performance
18. Assist teachers to apply effective strategies to integrate technology into curriculum on a routine basis
19. Facilitate selection of bilingual and elementary ESL textbook adoptions in coordination with monolingual program

Program Management:

20. Develop and implement written procedures and coordinate the process to identify bilingual & ESL students at all grade levels district-wide, including review of student data and testing of students
21. Assist in ensuring compliance of all laws applicable to the Bilingual/ESL Program
22. Disseminate relevant, applicable information regarding the Bilingual/ESL Program to teachers, principals and Central Office Administrators
23. Assist teachers to develop and provide bilingual students with appropriate course work through curriculum modification, acceleration, etc.



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Program Management: (continued)

24. Develop and conduct or arrange for staff development sessions, including sessions on various instruction methods, enriched learning in classroom settings, methods for identifying bilingual students, LEP assessments and compliance issues
25. Develop and coordinate a continuing evaluation of the bilingual & ESL program and implement changes based on the findings
26. Implement procedures and coordinate the process to identify Migrant students
27. Develop and coordinate a continuing evaluation of the Migrant Program and recommend and implement changes based on the findings
28. Travel to campuses to audit LPAC files for compliance and consistency with district policies; provide constructive feedback to campuses
29. Track database of qualified TELPAS raters for the district

Consultation:

30. Provide resources and materials to aid staff in accomplishing program goals
31. Consult with parents, administrators, counselors, teachers, community agencies, and other relevant individuals regarding bilingual, ESL, PK, and Head Start students
32. Plan and conduct parent meetings, including parent advisory committee meetings
33. Coordinate resources and services for identified Migrant students with LISD campuses

Other:

34. Comply with district policies, as well as state and federal laws and regulations
35. Adhere to the district's safety policies and procedures
36. Maintain confidentiality in the conduct of district business
37. 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)



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Other: (continued)

38. Demonstrate regular and prompt attendance
39. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Designated paraprofessional employees 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; ability to speak before audiences of parents and professional staff; ability to perform instructional tasks before parents and professional staff; 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.

Other:

Work as a team member and with peers, teachers, campus personnel and principals; professional demeanor and resourcefulness; communicate effectively with diverse groups and accept supervision; work without day-to-day supervision; regular and punctual attendance in the workplace



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EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

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: Feb., 2017