

Emergent Bilingual Services Coordinator

Reports To: Assistant Superintendent for Curriculum and Instruction

Dept / Campus: District-wide

Pay Grade: P-319

Board Approval: May 2026

PRIMARY PURPOSE / FUNCTION:

To support the effective implementation of the Dual Language Program by managing clerical processes, ensuring accuracy and compliance of bilingual coding, maintaining student records, and providing organizational support to dual language teachers and campuses. This position ensures program integrity through data accuracy, documentation, and coordination, while also providing **targeted instructional support as directed by campus and district administrators**. This role is critical in ensuring the **integrity, compliance, and sustainability of the Dual Language Program** by maintaining accurate records, preventing coding errors, and supporting campuses with efficient systems and processes, while also providing **strategic instructional support when needed to strengthen program implementation**.

QUALIFICATIONS:

Education/Certification:

- Bachelor's degree with a specialization in Reading (preferred)
- Valid Texas teaching certificate
- **Special Knowledge/Skills:** Knowledge of strategies and materials for the education of bilingual/dual language students
- Ability to interpret data
- Ability to communicate effectively with bilingual parents and students
- Strong organizational, communication, and interpersonal skills
- Knowledge of Response to Intervention (RTI) for dual language students
- Knowledge of the English Language Proficiency Standards and TELPAS assessment
- Extensive knowledge of curriculum, instruction, and assessment of reading
- Extensive knowledge of Texas Curriculum (TEKS) and state assessments
- Ability to interact positively with students, parents, and educators
- Ability to perform job duties and/or attend meetings and professional development, and make and receive phone calls in a virtual or remote workplace environment

Experience:

- Three years or more of successful teaching experience with Emergent Bilingual students
- Successful experience working with at-risk students

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MAJOR RESPONSIBILITIES AND DUTIES:

Instructional Management

Instructional Support (As Needed and Directed)

1. Plan and lead scheduled meetings and provide support for Emergent Bilingual Campus Lead Teachers as requested or directed by campus and district administrators.
2. Provide **targeted instructional coaching and support** to dual language teachers as requested or directed by campus and district administrators
3. Assist with implementation of dual language instructional frameworks (e.g., ELPS, lesson components, language objectives, and student discourse strategies)
4. Support teachers in understanding program expectations and aligning classroom practices with district dual language models
5. Model or co-plan lessons when needed to support program fidelity
6. Participate in campus or district professional learning opportunities related to dual language instruction
7. Working knowledge of the district's HQIM for the four core areas of instruction

Clerical & Administrative Support

8. Maintain accurate Dual Language student records, including enrollment, placement, and exit documentation
9. Organize and manage digital and physical files related to bilingual/dual language programs
10. Assist campuses with required documentation (parent letters, program agreements, exit forms, etc.)
11. Coordinate and track required forms for compliance and audits
12. Train and support all campus LPACs at the middle of the year and the end of the year.
13. Work collaboratively with the district test coordinator on the TELPAS administration and STAAR accommodations

Bilingual Coding & Compliance Accountability

14. Monitor and ensure accuracy of bilingual/dual language coding in the student information system
15. Conduct regular audits of student coding, placement, and program participation
16. Collaborate with campus staff to correct coding errors and ensure alignment with program models

Emergent Bilingual Coordinator cont'd

- 17. Maintain documentation required for state reporting and compliance (e.g., PEIMS submissions)
- 18. Provide reports to district leadership on coding accuracy and program enrollment
- 19. Support scheduling and documentation processes related to dual language programming
- 16. Demonstrate behavior that is professional, ethical, and responsible

Professional Development

- 17. Develop needed professional skills appropriate to personal growth and professional job assignments.
- 18. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.

SUPERVISORY RESPONSIBILITIES:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment

Posture: Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse, occasional reaching

Lifting: Regular light lifting and carrying

Environment: Frequent districtwide travel; occasional statewide travel

Mental Demands: Work with frequent interruptions, maintain emotional control under stress. May be required to perform job duties including ability to conduct instruction, attend meetings and professional development, and make and receive phone calls in a virtual or remote workplace environment.

The foregoing statements describe the general purpose and responsibilities to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Employee

Date

Supervisor

Date