



Longview Independent School District

JOB DESCRIPTION

ESL CAMPUS COORDINATOR

JOB TITLE:	ESL Campus Coordinator	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Principal	TERMS:	203 Days
DEPARTMENT:	Campus Assigned	PAY GRADE:	Teacher Pay Schedule Plus Stipend

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:

Minimum Education/Certification:

Bachelor's degree from accredited college or university

Valid Texas teaching certificate with required endorsements for subject and level assigned

ESL certification by SBEC

Meet the "Highly Qualified" requirement under NCLB standards

Special Knowledge/Skills:

- Specific knowledge of subjects assigned
- General knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Strong organizational, communications, and interpersonal skills

Minimum Experience:

At least one year of field experience (student teaching) or approved internship



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MAJOR RESPONSIBILITIES AND DUTIES:

1. Increase English language proficiency and student achievement on the THEA test and other certifications to meet college and career readiness standards
 - Netbooks for students identified as Newcomers during the 2012-2014 school years will be provided to approximately 42 students and will contain the following software programs: Rosetta Stone, English language dictionary, Type to Learn, a special writing software, access to Odyssey, access to LaLucha to name a few
 - Develop, plan and facilitate visits to colleges and universities
 - Grade 6 – Local colleges (LeTourneau University, Kilgore College)
 - Grade 7 – Regional schools (ETBU, TSTC)
 - Grade 8 – Area state colleges (SFA, UT Tyler)
 - Grade 9-12 – State universities (Sam Houston, Texas A&M, South Texas State, University of Texas – Austin)
2. Increase parental involvement including developing an understanding of the American educational system, taking advantage of the resources and programs available, obtaining assistance with homework, develop an understanding of college admittance including the application process and financial aid system
 - Host a total of sixteen evening meetings
 - Introduce the Spanish website to the parents with information on school, calendar, credit information, contact numbers, dress code, etc.
 - Facilitate Parenting Partners meetings which includes 8 meetings each month starting in September and ending in May, no meeting in December
 - Provide parent and student meetings once a month over the following topics:
 - School website navigation
 - Netbook information and help
 - College field trip
 - College websites/FASFA
 - LHS credit/THEA/Dual-credit classes
 - Conduct Home visits to promote parent/school relationships
 - Facilitate after school tutorials for Writing, Math and Science
 - Community Service, three times a year
 - Develop, plan and facilitate college visits to SFA, Sam Houston, Texas A&M (November)



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

3. Develop and implement lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required
4. Present the subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations
5. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned
6. Conduct assessments of student learning styles and use results for instructional activities
7. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP)
8. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements
9. Plan and supervise assignments of teacher aide(s) and volunteer(s)
10. Use technology to strengthen the teaching/learning process
11. Help students analyze and improve study methods and habits
12. Conduct ongoing assessment of student achievement through formal and informal testing
13. Assume responsibility for extracurricular activities as assigned; sponsor outside activities approved by the campus principal
14. Be a positive role model for students, support mission of school district
15. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students
16. Manage student behavior in accordance with Student Code of Conduct and student handbook
17. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

18. Assist in selection of books, equipment, and other instructional materials
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

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



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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, stooping, bending, pulling, pushing; move 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: Performance Development Appraisal System (PDAS)

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: July, 2013