

# Victoria Independent School District–Job Description

Job Title/Position:		Department/Campus:	Supervised By/Reports To:	
Administrator, Bilingual Campus Program		Crain Elementary	Principal	
Pay Scale:	Pay Grade:	Employment Term (days):	FLSA Exemption Status:	Date Revised:
Administrative - Instructional	4	203	Exempt	April 2026

## **Primary Purpose:**

Lead and support the instructional and operational success of Emergent Bilingual and dual language programs at Crain Elementary. Focus on promoting student achievement through teacher coaching, program evaluation, and targeted student support, while fostering a positive school culture and engaging families and the community to strengthen program participation and campus-wide growth.

## **Qualification Guidelines:**

### **Education/Certifications:**

Master’s degree in educational administration or related field  
Valid Texas Teacher certificate  
Texas Teacher Evaluation and Support System (T-TESS) certified (or willing to obtain)

### **Experience:**

Three years’ experience as a classroom teacher or instructional leader

### **Special Knowledge/Skills/Abilities:**

Ability to read, write, and speak both English and Spanish fluently  
Knowledge of LPAC procedures, TELPAS and ELPS implementation (preferred)  
Strong organizational, communication, and interpersonal skills

### **Supervisory Responsibilities:**

Share supervisory and evaluation responsibilities with school principal for staff assigned to campus including but not limited to: teachers and paraprofessionals

### **Mental/Physical/Environmental Demands:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

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

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Occasional prolonged or irregular hours; occasional travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

*The above statements describe the general function of this position but are not an exhaustive, all-inclusive list of responsibilities, duties, skills or working conditions assigned to or required by this position. All Victoria ISD employees are expected to maintain an extreme degree of confidentiality by adhering to the Family Educational Rights and Privacy Act (FERPA) for student information. The Victoria Independent School District is an equal opportunity educational provider and does not discriminate against any person on the basis of race, color, national origin, sex, religion, disability, or age for admission, treatment, or participation in its educational programs, services and activities, or employment. For information regarding Title IX compliance, please email [human.resources@visd.net](mailto:human.resources@visd.net) or contact the HR Executive Director at 361.788.9228.*

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## **Major Responsibilities and Duties:**

### **Instructional Leadership and Student Learning**

1. Conduct classroom walkthroughs, observations; and evaluations with a focus on providing actionable feedback, and supporting teacher growth.
2. Ensure implementation of effective second language strategies and bilingual instructional programs.
3. Monitor the overall program of Emergent Bilingual students, including newcomers, and develop student support plans as necessary to ensure student success.
4. Lead campus LPAC and TELPAS processes ensuring appropriate accommodations are designated and implemented to support student learning.
5. Participate in ARDs for EB students.
6. Evaluate the campus dual language program and collaborate with the multilingual department and the campus team to design and implement improvements.
7. Ensure fidelity of implementation of the dual language model aligned to the district design.

### **Personnel & Professional Development**

1. Provide ongoing coaching and teacher support.
2. Evaluate the performance of instructional staff and work with the staff members to develop professional learning goals and action plans.
3. Support international staff members.
4. Train staff in specific instructional strategies and classroom supports/accommodations for Emergent Bilingual students.
5. Participate in district, regional and state training related to program instructional strategies and compliance.

### **Administrative & Operational Support**

1. Assist with campus scheduling, staffing, and extracurricular coordination.
2. Serve as a member of the campus leadership team assuming leadership duties as assigned to ensure smooth operation of the campus.
3. Ensure compliance with all aspects of the campus ESL and bilingual programs.

### **Student & Community Engagement**

1. Review educational records of new EB students to assist in the development of appropriate student supports.

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2. Work collaboratively with the multilingual department to recruit students for the Two-Way Dual Language program and conduct parent conferences.
3. Communicate with families and community in English and Spanish; translate documents as needed.
4. Organize events and initiatives to strengthen school culture and dual language program enrollment.

## School Climate & Continuous Improvement

1. Foster an inclusive, positive campus culture and encourage staff reflection and growth.
2. Communicate effectively with students, staff, parents and community partners.
3. Foster a positive campus culture by leading through example and promoting collective responsibility.
4. Collaborate with the leadership team to evaluate systems and processes and make timely, data-driven adjustments.
5. Monitor progress toward campus goals, with a focus on EB student performance, and contribute to long-term vision execution.
6. Monitor the implementation of the strategies included in school action plans to determine the impact on student learning and make data-based adjustments as needed.

## School/Community Relations

1. Support and advance the district’s vision of “Achieving Excellence for All” on campus and in the community.
2. Demonstrate awareness of school-community needs and initiate activities to meet those needs.
3. Use appropriate and effective techniques to encourage community and parent involvement.
4. Organize events and communications that build a positive school culture and strengthen relationships.
5. Recruit and retain two-way dual language students.
6. Demonstrate professional, ethical, and responsible behavior.
7. Adhere to federal and state laws as well as district policies and regulations.
8. Encourage reflection and foster a growth mindset among staff and self.
9. Embrace feedback as a tool for continuous improvement and growth.
10. Serve as a role model for all campus staff.
11. Perform all other duties as assigned.

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