

Victoria Independent School District-Job Description

Job Title/Position:		Department/Campus:	Supervised By/Reports To:	
Emergent Bilingual (EB) Compliance & Intervention Teacher		Academic Services / Multilingual Department	Director, Multilingual Education	
Pay Scale:	Pay Grade:	Employment Term (days):	FLSA Exemption Status:	Date Revised:
Teacher	Based on Experience	197	Exempt	April 2026

Primary Purpose:

Manage and coordinate the state-mandated EB program at assigned campus(es).

Qualification Guidelines:

Education/Certifications:

Bachelor’s degree
Valid Texas Teachers certificate with required ESL endorsement

Experience:

Minimum of 3 years of effective classroom teaching experience
Experience working with diverse student groups

Special Knowledge/Skills/Abilities:

Knowledge of best practices of Second Language Acquisition
Knowledge of LPAC procedures, TELPAS, and ELPS Implementation
Knowledge of district curriculum
Strong communication
Excellent organizational, public relations, and interpersonal skills

Supervisory Responsibilities:

None

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; physical stamina and walking is necessary

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

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

Environment: May work prolonged or irregular hours; work with students, parents, peers, and superiors especially during stressful periods of time; daily travel throughout the district between campuses may be required

Mental Demands: Work with frequent interruptions, maintain emotional control under stress; ability to think clearly in stressful situations and a high stress tolerance is required; work with students, parents, peers, and superiors especially during stressful periods of time

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 or contact the HR Executive Director at 361.788.9228.

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Major Responsibilities and Duties:

Leadership

1. Coordinate testing, identification and placement of incoming students to ensure compliance with state and federal laws.
2. Schedule and facilitate required LPAC meetings throughout the school year.
3. Assist with or manage TELPAS administration at assigned campus(es).
4. Compile, maintain, and file all physical and computerized reports, records, and other documents required by campus and Multilingual Education Department.
5. Manage the Ellevation platform and monitor completion of compliance forms.
6. Attend compliance trainings and webinars from TEA, ESC 3 and Ellevation, and work collaboratively to develop and implement processes to ensure compliance and high levels of support.

Instructional Support

7. Support teachers in the implementation of second language strategies.
8. Monitor student information and academics progress and assist in the development of intervention plans to ensure student success. Conduct failure LPAC if necessary.
9. Provide TELPAS tutorials for EB students at the district's dual language school.
10. Support EB students and families.

Communication

11. Be an advocate for EB students and provide EB information to appropriate campus/district personnel.
12. Maintain open communication by collaborating with other departments, parents, students, campus administrators, and teachers.

Other

13. Keep informed of and comply with federal, state, district, and school regulations and policies for Bilingual and ESL.
14. Attend and participate in staff development activities.
15. Conduct PEIMS verification and submit paperwork to the Multilingual Education Department as required.
16. Provide support in the areas of LPAC, TELPAS, ELPS, and English language acquisition/CBLI.
17. Audit LPAC records and folders for accuracy and compliance.
18. Maintain confidentiality.
19. Perform other duties as assigned.

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