



# Victoria Independent School District–Job Description

Job Title/Position:		Department/Campus:	Supervised By/Reports To:	
Bilingual Specialist		Academic Services	Director of Multilingual Education	
Pay Scale:	Pay Grade:	Employment Term (days):	FLSA Exemption Status:	Date Revised:
Administrative-Instructional	3	197	Exempt	June 2025

## **Primary Purpose:**

To facilitate adult professional growth through a coaching model that builds teacher capacity and ensures fidelity of implementation of the district's language program (ESL and dual language models).

## **Qualification Guidelines:**

### **Education/Certifications:**

Bachelor's degree

Valid Texas Teacher's certificate in Bilingual Education or LOTE

Master's degree (preferred)

### **Experience:**

Minimum of 3 years of effective classroom teaching

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

Knowledge of best practices in second language acquisition and bilingual instruction

Fluent oral and written Spanish and English

Experience translating documents Spanish and English

Knowledge of district curriculum

Knowledge of dual language program

Experience in conducting professional development

Ability to act as a resource person to classroom teachers to implement the curriculum

Excellent organizational, communication, public relations, and interpersonal skills

Coaching or mentoring experience and training (preferred)

### **Supervisory Responsibilities:**

None

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

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

**Posture:** Prolonged use of computer; continuous 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)

*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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**Environment:** Prolonged or irregular hours; daily travel between campuses may be required; work with students, parents, peers, and superiors

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

## **Major Responsibilities and Duties:**

1. Assist bilingual teachers in the implementation of state mandated curriculum.
2. Assist bilingual teachers with lesson planning according to district and dual language guidelines.
3. Assist teachers with implementation of the district's language program.
4. Provide job-embedded, on-going professional development to bilingual and ESL teachers in a variety of settings through a coaching model.
5. Engage bilingual and ESL teachers and campus administrators in reflective practice that includes peer observation and analysis of instruction effectiveness.
6. Collaborate with teachers and administrators to analyze bilingual student data to inform classroom instruction.
7. Assist in planning and delivering professional development to bilingual teachers.
8. Participate in RtI meetings as appropriate.
9. Maintain open communication by collaborating with parents, students, campus administrators, and teachers.
10. Assist with LPAC responsibilities.
11. Perform other duties as assigned.

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