

# Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

**Human Resources**  
(409) 916-0129

**Instructional Specialist Bilingual/ESL**  
Job Description

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**Reports to:** Director of Special Programs

**Status:** Exempt

**Term:** 212 Days

## **Primary Purpose:**

To facilitate the Bilingual/ESL Programs to ensure instructional improvement and student success.

The focus of the position is Bilingual/ESL curricular improvement and teacher support.

## **Qualifications:**

### **Education/Certification**

Bachelor's Degree (Masters Degree preferred)

Valid Texas Teacher Certification

### **Special Knowledge/Skills**

Knowledge of bilingual and ESL curriculum design and implementation

Knowledge of state curriculum and assessments

Ability to interpret data and evaluate instruction programs

Ability to develop and deliver training to adult learners

Strong organizational, communication, and interpersonal skills

Bilingual / fluent in Spanish

### **Experience**

Five years experience as a classroom teacher

## **Major Responsibilities and Duties:**

1. Assists teachers and administrators to develop, revise, align, and implement District curriculum in the areas assigned.
2. Assists teachers in the development of local assessments.
3. Assists teachers and staff in the development of high quality instruction that engages all students.
4. Work with teachers to develop and implement effective intervention strategies and programs.
5. Works with teachers and administrators to enhance the learning experiences of a culturally diverse student population.
6. Collaborates with teachers and administrators to make instructional decisions based on what is best for students.
7. Assists teachers and staff in improving student performance on state assessments.
8. Assists with planning, coordinating, and delivering professional development.
9. Supports classroom instruction through modeling and mentoring.
10. Assists teachers in disaggregating and interpreting school, District, and State assessment data.
11. Confers with teachers and administrators concerning issues in the areas assigned.

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12. Assists teachers and other instructional specialists with the coordination of District efforts to improve education for each child.
13. Gathers and analyzes data for assigned subject areas.
14. Coordinates and communicates effectively with department chairs and attends department meetings as appropriate.
15. Meets weekly to plan collaboratively with department teachers.
16. Attends professional development as appropriate.
17. Maintains a professional and respectful demeanor towards teachers, students, parents, and staff.
18. Performs other duties as assigned.

**Supervisory Responsibilities:**

None

**Equipment Used:**

Standard office equipment including personal computer and peripherals  
Instructional technology as available in district

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress; work with frequent interruptions.

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

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_