INTERNATIONAL LEADERSHIP OF TEXAS

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

Job Title: DFW Area- EB/DLI Professional Development Facilitator **Exemption Status/Test:** Exempt

Reports to: DFW Area Academic Director **Date Revised:**

Dept./School: Curriculum & Instruction **Salary Range:** $66,087 - $72,727

Primary Purpose:

This position is responsible for supporting the district's PK-5 EB (Dual Language and Transitional Bilingual-Early Exit) program initiatives. The main responsibility of this position is to conduct professional development during school week and on Saturdays that support the 3 Pillars of Dual Language Education: Biliteracy/Bilingualism, High Academic Achievement and Intercultural Competence. This position focuses on providing professional learning opportunities to teachers in grades K-5 through modeling (coaches teachers, models lessons, co-teaches,) collaboratively planning, providing feedback and mentorship to teachers. The EB PD facilitator also collaborated with HQ, Area and campus staff, including instructional coaches, administrators, academic directors, SMEs and deans. Coaching, feedback and mentorship is provided as guidance and expertise in the best practices to increase both academic and linguistic student growth. This position develops and provides relevant and high-quality professional learning sessions on the use of effective instructional practices that support fidelity to the ILTexas PK-5 EB program models. In addition, this position is responsible for developing and /or maintaining PK-5 EB and DLI/TBE records that may include payroll, attendance, recordings and training materials.

Qualifications:

Education/Certification:
Bachelor's degree from accredited university with a major in assigned subject Valid Texas teaching certificate with Bilingual or ESL endorsement.

Special Knowledge/Skills:

- ✓ Bilingual and Biliterate (Spanish and English)
- ✓ Knowledge of PK-5 curriculum and instruction
- ✓ Knowledge of second language acquisition practices
- ✓ Experience working with PK-5 teachers (Biliteracy)
- ✓ Experience working with 3-5 STAAR tested grades (Spanish and English assessments)
- ✓ Ability to interpret, analyze and present data
- ✓ Strong organizational, communication, and interpersonal skills
- ✓ A strong background in delivering professional learning sessions with adult learners (both in Spanish and English)
- ✓ Must possess effective instructional delivery techniques and the ability to guide and develop teachers.
- ✓ Must possess evidence of effective leadership skills
- ✓ Must be able to manage multiple projects at a time
- ✓ Strong and an in-depth knowledge of second language acquisition, and content-based language

instruction (sheltered instruction) and Tier 1, 2 and 3 instruction and interventions
- ✓ Must possess the ability to establish and maintain effective working relationships with teachers, administrators, community members, students, and community organizations
- ✓ Knowledge of Research-Based Instructional Strategies (RBIS) and Effective School Frameworks.
- ✓ Experience working with various Bilingual and Language Program Models (Transitional Early-Exit, Late-Exit, Dual Language Two-Way Immersion)
- ✓ Ability to be flexible and support as needed

Experience:

4 years of teaching experience in Bilingual, Dual language and/or Language Classroom

Major Responsibilities and Duties:

1. Frequent travel to Dallas Ft. Worth Area campuses and frequent Saturday trainings
2. Some travel to Houston Area campuses
3. Develops and conducts professional developments for teachers, directors, coaches, deans and administrators regardinginstructional strategies and best practices for EB DLI/TBE and elementary subjects: math, science, social studies and reading language arts.
4. Coaches, models and supports teachers in planning, delivering, and assessing quality instruction in the EB DLI/TBE and elementary subjects: math, science, social studies and reading language arts.
5. Supports other high needs PD areas such as bilingual and ESL teacher certifications.
6. Plans, models, and co-teaches effectives lessons with PK-5 Spanish and English teachers.
7. Regularly visits classrooms to provide feedback to EB (DLI/TBE) English and Spanish teachers to improve instructional planning, delivery, and assessment, including planning for ongoing monitoring and support for the successfullanguage acquisition.
8. Assists with the supervision and administration of the district's elementary EB program, including curriculum and instructional program for the 4 core subjects.
9. Analyzes STAAR, TELPAS, AAPPL and charter assessment data to identify areas for improvement, establish goals,and monitor improvement and provide professional learning opportunities that target those specific areas.
10. Provides support in the development, implementation, and revisions of the 4 core content Spanish curriculum and programming, including the development of the bridging of lesson plans and curriculum for Dual Language class to support Biliteracy/Bilingualism and High Academic Achievement.
11. Coordinates and facilitates teacher study group activities and the sharing of successful lessons to ensure the successful implementation of the program.
12. Meets regularly and visits classrooms with the DLI and Spanish Director, content director, SMEs, campus administrators, area academic directors, area superintendent and other C&I staff to monitor and observe classroom practices and provide ongoing coaching and feedback to staff.
13. Participates in on-going professional development by attending workshops, lectures, and institutes on specific subjects to enhance job performance such as knowledge in language acquisition, literacy development, coaching skills, and adult learning theory.
14. Design, coordinator and facilitate EB/ (DLI/TBE) and content specific program presentations in Spanish and English, such as professional development sessions, and trainings as needed during the school day, evenings and weekends.
15. Assists in planning and implementation of summer programs for students in the EB DLI/TBE)

programs.

16. Assists with the selection of textbooks, instructional materials, instructional resources, and equipment for the EB (DLI/TBE) and core subjects that aligned with High Quality Material for Dual Language Programs.

17. Maintains detailed logs of support provided to schools, C&I staff and all relevant stakeholders.

18. Initiates and maintains effective liaisons with professional cohorts and organizations to keep abreast of developments and research in the profession

Additional Duties

19. **Any and all other duties as assigned by immediate supervisor.**

Job Specifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions. **The position requires extensive travel in the DFW area and some travel to the Houston area campuses and area offices.**

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

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: Frequent districtwide travel; occasional statewide travel

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

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This document describes the general purpose, and responsibilities assigned to this job and is not an exhaustive list of allresponsibilities and duties that may be assigned or skills that may be required.

Reviewed by Date

Received by Date