

## **Hobbs Municipal Schools Job Description**

**Position:** Bilingual Specialist

**Supervisor:** Assistant Superintendent or designated Administrator

**General Job Description:** Provide assistance to supervisors and teachers with the implementation of a bilingual curriculum which matches the federal, state, and school mandates. Plan and implement staff development activities to share bilingual strategies, and to train teachers with a variety of bilingual applications. Provide teaching sessions to model appropriate teaching strategies in classrooms. In addition, provide assistance and support to teachers in the assessment of students' bilingual skills. Implement and manage appropriate interventions for students.

**Qualifications:**

1. Master's degree is preferred.
2. Bachelor's degree in education
3. Bilingual or TESOL endorsement
4. New Mexico Level II license or higher
5. Minimum of three years of K-12 classroom teaching
6. Experience in conducting professional development activities, classroom demonstrations, and assisting teacher in the implementation of instructional processes and programs.
7. Outstanding and/or Highly Satisfactory Summary evaluations
8. Prior experience as a coach or master teacher modeling lessons I the subject matter

**Essential Duties and Responsibilities:**

1. Accurately demonstrate knowledge of the content area and approved curriculum.
2. Appropriately utilize a variety of teaching methods and resources for each area taught.
3. Communicate with and obtain feedback from students in a manner that enhances student learning and understanding.
4. Comprehend the principles of student growth, development, and learning, and apply them appropriately.
5. Utilize student assessment techniques and procedures.
6. Manage the educational setting in a manner that promotes positive student behavior and a safe and healthy environment.
7. Recognize student diversity and create an atmosphere conducive to the promotion of positive student involvement and self-concept.
8. Demonstrate a willingness to examine and implement change, as appropriate.
9. Work productively with colleagues, parents, and community members.
10. Meet professional requirements and responsibilities.
11. Supervise paraprofessionals assigned to your classroom.
12. Comply with Ethical Responsibility of the Education Profession Standards of Professional Conduct and Code of Ethics.
13. Plan, schedule, and provide campus level bilingual professional development for teachers, administrators, support staff and parents.
14. Collaborate with individual teachers through co-planning, co-teaching, and coaching.
15. Provide assistance to novice teachers addressing bilingual content and pedagogy.
16. Assist administrative and instructional staff in interpreting data and designing approaches to improve student achievement and instruction.
17. Ensure that the school curriculum is aligned with state and national standards and their school's bilingual curriculum.
18. Promote teachers' delivery and understanding of the school curriculum through collaborative long-range and short-range planning.
19. Promote teachers' use of successful, research-based instructional strategies, including differentiated instruction for diverse learners such as those with limited English proficiency or disabilities
20. Work with and model intervention programs with small groups of students.
21. Work with parent/guardians and community leaders to foster continuing home/school/community partnerships focused on students' learning of English
22. Collaborate with administrators to provide leadership and vision for a school-wide bilingual program.
23. Participate in on-going annual professional development trainings to enhance job efficacy through increased bilingual content knowledge, understand of pedagogy models, inter-personal skills development, and curricular materials knowledge.
24. Design and implement appropriate intervention strategies for struggling students.
25. Comply with Ethical Responsibility of the Education Profession Standards of Professional Conduct and Code of Ethics.

26. Complete other tasks as deemed appropriate by the immediate supervisor and/or the superintendent.

**Work Environment:**

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions. Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, and moving light furniture may be required.

**Physical Requirements:**

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required

**Safety and Health Requirements:**

Bloodborne Pathogens Standard Training

**Equipment/Material handled:**

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

**Terms of Employment:**

Salary and work year to be established by the Board.