



# Houston Gateway Academy Charter Schools, Inc.

## Elite College Prep Academy

*Committed to Excellence in Education*

### **Campus Bilingual / ESL Coordinators**

The Bilingual / ESL Coordinator is responsible for leading, implementing, and monitoring HGA's Bilingual. / ESL program.

#### **Program Coordination & Compliance**

- Implement and coordinate procedures to identify emergent bilingual students at all grade levels through data review and language proficiency testing.
- Ensure emergent bilingual (EB) students receive high-quality, compliant, and effective language instruction
- Plan, administer, and monitor all required language assessments, including identification, annual proficiency, and reclassification assessments.
- Plan, manage, and conduct all required LPAC meetings and ensure accurate documentation and compliance.
- Compile, maintain, and submit all required physical and electronic reports, records, and documentation in compliance with federal, state, and local policies.
- Ensure campus compliance with federal and state laws.

#### **Instructional Support & Student Services**

- Provide direct instruction and academic language development support to emergent bilingual students through small-group pull-out ELAR instruction, as needed.
- Support emergent bilingual students' access to grade-level curriculum through instructional accommodations, modifications, and acceleration (as needed).

#### **Teacher Support & Professional Learning**

- Collaborate with teachers for effective implementation of HGA's instructional strategies and practices for emergent bilingual students.
- Support the campus principal and teachers by conducting TELPAS analysis, interpreting results, and coordinating student goals. This includes training campus staff on the impact of TELPAS on state accountability ratings.
- Provide training and ongoing support to campus staff related to Bil. / ESL services, LPAC processes, and instructional best practices.
- Collaborate with Region IV ESC and other educational agencies to provide support and training, as needed.

#### **Collaboration & Consultation**

- Plan and conduct parent meetings, including LPAC, and parent advisory committee meetings (as needed).
- Support family engagement efforts by providing information and resources in families' native language, as appropriate.
- Work collaboratively with campus leadership to ensure Bil. / ESL services are implemented consistently and effectively.
- Works collaboratively with HGA's district staff to ensure placement and PEIMS coding of students is accurate.
- Works collaboratively with HGA's district testing coordinator to ensure testing of all bilingual and ESL students, as applicable.
- Perform additional duties as assigned.

#### **Preferred Qualifications:**

- Bachelor's degree required.
- Valid Texas Teacher Certification with ESL or bilingual endorsement.
- Minimum three years of exemplary teaching experience.

Term Contract 11 months