

## ARLINGTON INDEPENDENT SCHOOL DISTRICT

**JOB TITLE:** Specialist- Immigrant and Secondary Native Speakers

**WAGE/HOUR:** Exempt

**REPORTS TO:** Director of World Languages

**PAY GRADE:** ADMIN 3

**DEPARTMENT:** World Languages

**DAYS:** 212 Days

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**ROLE AND PURPOSE:** The Immigrant and Secondary Native Speaker specialist shall provide support to immigrant students and their families to enroll and remain in school (K-16). This support system will include collaborating with outside organizations as well as district-wide campus representatives to prevent the grade retention of immigrant students. Ensuring native speaker students across all languages in grades 5-12 have access to innovative programming validating their heritage language is a critical component of this position.

### QUALIFICATIONS:

#### Education/Certification:

- Bachelor's Degree from an accredited institution (required)
- Master's Degree from accredited institution (preferred)
- Texas Teacher Certification (Bilingual or Dual Language preferred)
- Ability to speak another language (Spanish preferred)

#### Experience:

- Five years successful classroom teaching experience with Bilingual and/or Dual Language students
- Two years of Experience with Immigrant Students and Families

### SPECIAL KNOWLEDGE AND SKILLS:

- Oral and written proficiency in English and another language, Spanish preferred
- Ability to communicate effectively with students and adults
- An understanding of the psycho/social development of the immigrant, adolescent student
- Knowledge in immigrant and refugee rights as related to education
- Knowledge of compliance regulations at the state and federal level regarding bilingual education, district policies and current LPAC procedures
- Ability to work with teachers to structure appropriate classroom environments and lessons

### MAJOR RESPONSIBILITIES AND DUTIES:

#### I. INSTRUCTIONAL MANAGEMENT

- A. Ensure parents understand academic programs and expectations.
- B. Provide parents/guardians with information concerning outside services and district services
- C. Assist the Director with the tracking of Immigrant data, including attendance and student performance across disciplines
- D. Collaborate with the B/E LOTE Specialist to develop World Language Club Jump Start curriculum for native speakers in 5<sup>th</sup> and 6<sup>th</sup> grade to strengthen native language literacy
- E. Coordinate efforts with the Family and Community Engagement Specialist and Dropout Prevention Coordinator regarding educational opportunities for Immigrant students
- F. Assist teachers with the development of lessons to accelerate student performance

#### II. SCHOOL/ORGANIZATION CLIMATE

- A. Ability to communicate effectively with immigrant students and adults regarding the psycho/social development of the immigrant student
- B. Provide parent meetings and written communications in various languages for parents of immigrant students.

#### III. SCHOOL/ORGANIZATIONAL IMPROVEMENT

- A. Display a strong ability to work independently as a self-starter with excellent time management skills
- B. Knowledge of effective literacy teaching strategies across languages
- C. Knowledge of current research in second language acquisition and language minority education

#### IV. ADMINISTRATION AND FISCAL/FACILITIES MANAGEMENT

- A. Exhibit a high proficiency in computer usage and instructional technology

#### V. PROFESSIONAL GROWTH AND DEVELOPMENT

- A. Provide teacher professional development concerning immigrants
- B. Serve as liaison between colleges, universities and technical schools for graduating and overage immigrant students

#### VI. MISCELLANEOUS

- A. Performs other duties as assigned by World Languages Director

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\_\_\_\_\_

Received by \_\_\_\_\_

Date\_\_\_\_\_