

DIRECTOR, LANGUAGE DEVELOPMENT

DEFINITION

Develop, plan, direct, coordinate, administer and evaluate the district's English Learner instructional programs; to develop, implement and support district English Learner programs; to train, supervise and evaluate assigned staff; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Assistant Superintendent of Curriculum & Instruction and Categorical Programs, and exercises supervision over Bilingual Specialist, instructional and clerical staff as assigned.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following: *E* signifies essential duties:

Coordinate the implementation of several language components on a K-12 level; develop and coordinate bilingual curricular, staffing and instructional activities utilized for program implementation. *E*

Appraise student performance and review student placement and progress, including testing for language dominance, in order to implement and improve instructional delivery to language learners. *E*

Identify areas for improvements in the bilingual programs and make appropriate changes. *E*

Develop and monitor bilingual diagnostic instruments and their implementation techniques and conduct periodic needs assessments throughout project year in light of individual and school needs as well as district approved curriculum programs. *E*

Work closely with principals in coordinating and implementing goals and objectives of the district and bilingual program. *E*

Prepare program reports for bilingual evaluation, funding and ongoing status assessments. *E*

Interpret and implement state and federal guidelines pertaining to bilingual and special funding projects. *E*

Plan, organize and direct the state and federal funded bilingual programs according to district needs, policies, procedures, bilingual guidelines and regulations. *E*

Plan, develop and coordinate a Bilingual Education Staff Development Program.

Maintain library of pertinent literature and data; disseminate information to staff and parents.

Direct and assign bilingual specialist to assist teachers as necessary.

Serve as the primary liaison between the district and government funding agencies. Investigate all possible funding sources and develop contracts for funding. Write and submit projects to funding sources.

Maintain comprehensive records, including financial records, for bilingual and special funded projects.

Review all projects to be submitted for funding from all segments, departments and individuals represented within the district.

Monitor the expenditure of funds in accordance with district, state and federal guidelines.

Represent the district at functions and serve on various community and district committees as assigned by the assistant superintendent.

Train, direct, supervise and evaluate assigned staff.

Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Laws, rules and regulations pertaining to bilingual/bicultural education and special funded projects
- Writing and implementation of federal projects related to bilingual/bicultural education and special project funds
- Public information principles and techniques
- Principles and practices of education administration
- Employer/employee relations and collective bargaining agreements
- Oral and written communication skills

Ability to:

- Plan, organize, develop and coordinate the activities of a broad range of curricular support programs and special services
- Analyze program activities and implement procedures which will improve the provision of services
- Ensure that educational support programs and activities are carried out in compliance with state and federal requirements
- Serve as liaison with a variety of community and governmental organizations
- Prepare oral and written reports
- Make effective public presentations of program information

Education and Experience:

- Master of Arts or advanced degree from an accredited college or university
- Four (4) years of successful teaching experience in a bilingual setting
- Bi-literate in English and another language (Spanish, Filipino or Chinese)
- A minimum of two (2) years of site level administrative experience

License or Certificate:

- Appropriate teaching and bilingual credential
- Appropriate administrative and/or supervisory credential
- Possession of a valid California driver's license
- Valid First Aid and CPR certificates must be obtained within sixty (60) days from date of hire

Physical Demands:

Employees in this position must have/be able to:

- See to view a computer monitor and read a variety of materials
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others
- Dexterity of hands and fingers to operate a computer keyboard
- Bend at the waist
- Lift and/or carry up to 25 lbs at waist height for short distances
- Push/pull up to 40 lbs for short distances
- Reach overhead, above the shoulders and horizontally.

Salary Placement:

Management Team Salary Schedule

Tier 7, Range 02

12-month work year

Board Approval: 10/09/12

Management re-alignment effective 03/01/19