

DIRECTOR, LANGUAGE SUPPORT SERVICES

BASIC FUNCTION:

Under the direction of the Assistant Superintendent- Educational Services, plan, organize, control and direct the District English Learner Program; monitor funding and services offered by the District and assure compliance with applicable laws, codes, rules and regulations; train, supervise and evaluate the performance of assigned personnel.

ESSENTIAL JOB FUNCTIONS:

Plan, organize, control and direct the District English Learner Program for grades TK-12; monitor funding and services offered by District; assure compliance with applicable laws, codes, rules and regulations.

Demonstrate and monitor District-level compliance of English Learner programs including identification, placement, re-designation, analysis and evaluation of program.

Implement professional development sessions for English Learner teachers and site leaders in accordance with established guidelines.

Coordinate English Language Advisory (DELAC) meetings; assist and present at school-level meetings as required.

Advise school staff regarding effective utilization of funds; collaborate with school sites to implement English Learner programs consistent with State and federal guidelines.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs.

Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Develop and prepare the annual preliminary budget for the Language Support Services Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

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Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Equitable educational access for English Learners.
Title III assessment and accountability measures.
California Department of Education FPM requirements for English Learners.
Planning, organization and direction of an English Learner program.
English Learner curriculum.
Budget preparation and control.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct the District English Learner Program.
Monitor funding and services offered by District and assure compliance.
Supervise and evaluate the performance of assigned staff.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Ability to work at a desk and in meetings of various configurations.
- Ability to read printed matter and computer screens.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to bend, twist, stoop and reach.
- Ability to drive a personal vehicle to conduct business.

EDUCATION AND EXPERIENCE:

Professional

Required: Master's Degree in education or related field and five years increasingly

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responsible experience as a school principal in a public school setting.

Personal

Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

CREDENTIAL

Must possess a Clear Administrative Services Credential, Clear Teaching Credential, and Bilingual Authorization: Spanish.

Must possess a valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

HAZARDS:

Exposure to dissatisfied or abusive individuals.