

DIRECTOR I
(Second Language and Intervention Programs)

DEFINITION:

Under the direction of the Assistant Superintendent of Instructional Services, direct, develop and manage all Second Language Program activities and related categorical, grant and intervention programs or special projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Direct a District-wide Second Language Program that supports the linguistic and academic needs for English Learners (EL) in grades K-12.
- Establish effective communication with site administrators to develop a collaborative accountability model to insure EL students receive appropriate instruction; to review and revise ELD course outlines; to support intervention programs; and to provide relevant professional development to administrative, instructional and support staff.
- Utilize data effectively to develop, evaluate and modify, as indicated, instructional and professional development programs to support EL students.
- Collaborate with all other Instructional Services Directors and the Assistant Superintendent of Instruction to provide leadership for the development, implementation and evaluation of intervention programs that target the varied needs of EL students and are integrated with the general education program and with other targeted intervention programs.
- Coordinate instructional and intervention programs related to English Language Development (ELD).
- Direct the review and selection of ELD curriculum materials and other intervention materials and programs to meet the needs of K-12 EL students.
- Develop and implement professional development for teachers and administrators regarding ELD Standards and their relationship to the English-Language Arts Content Standards; appropriate instructional strategies to support EL students; and correct utilization of identified ELD and intervention materials. This professional development should be planned and designed to support and complement other professional development programs within the District.
- Conduct regular training for instructional assistants grades K-12, including developing lesson plans that support the correct utilization of identified ELD materials and techniques for collaborating and communicating with the classroom teacher.
- Develop and implement education programs for parents and preschool siblings of EL students.
- Maintain a liaison between the district and various county, state and federal agencies that work with EL students and their families.
- Direct the District English Language Advisory Committee (DELAC).
- Provide leadership for the successful inclusion of EL students and their families in general education programs and activities. Coordinate the services of and professional development for bilingual community liaisons and other classified staff who interface with second language parents.
- Work collaboratively with the Two-Way Language Immersion Program K-12 site administrators to implement and evaluate the program.
- Work in conjunction with the Special Projects Department to develop, administer and monitor budgets that support EL programs, complement related district initiatives and are compliant with all local, state and federal regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee relevant grant program development and implementation; evaluate program staff members; develop and monitor program budgets; maintain fiscal controls.
- Administer the initial and annual California English Language Development Test (CELDT); administer the primary language testing of all new students; oversee the District Language Assessment Center.
- Provide each site with information related to which students meet the criteria for redesignation/reclassification; update the student information system to reflect accurate student designation; provide data and forms for required follow-up process for redesignated students.
- Assume responsibility for district, state and federal compliance as it pertains to linguistically and culturally diverse students; prepare annual state and federal reports such as the R-30 census and Title III reports.
- Perform other duties as assigned.

QUALIFICATIONS:

Ability to:

Plan, organize and direct the professional development of teachers, classified staff and administrators; communicate effectively both orally and in writing, including preparation and presentation of detailed, complex analyses, recommendations and conclusions (bilingual communication skills desirable); use sound judgment in interpreting and applying policies and procedures; collect and analyze data; manage, supervise, motivate and train personnel; establish and maintain effective working relationships.

Experience

Three years experience that has provided the applicant with the knowledge and abilities listed above. Site level administrative experience desirable.

Education:

A Master's degree from an accredited college or university.

Physical Performance Requirements:

Frequent sitting much of the time with some standing, walking, sitting, bending, stooping, squatting and twisting. Lifting of supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses/Credentials

Valid California Teaching Credential; CLAD, BCLAD or equivalent preferred; valid California Administrative Credential; and valid California Driver's License

Board Approved: September 14, 2010