

**Job Title:** DIRECTOR, BILINGUAL/ESL EDUCATIONAL PROGRAM  
**Reports to:** Chief Academic Officer  
**Dept./School:** Bilingual/ESL Education Department  
**Wage/Hour Status:** Exempt  
**Date:** April 17, 2023

### **Primary Purpose**

Direct the district's bilingual education program to ensure provision of needed services for all bilingual and ESL students in an effort to increase language development and improve student academic achievement.

## **QUALIFICATIONS**

### **Education/Certification**

Master's degree  
Principal or Mid-Management, preferred  
Bilingual/ESL Certification

### **Special Knowledge/Skills**

Knowledge of federal and state bilingual law  
Understanding of the individual needs of bilingual students  
Ability to communicate with all levels of bilingual students and their parents  
Ability to interpret policy, procedures, and data  
Ability to manage budget and personnel  
Ability to coordinate district function  
Strong organizational, communication and interpersonal skills

### **Experience**

Five years administrative experience to include both elementary and secondary levels - preferred

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **Climate**

1. Communicate and promote high expectation levels of staff and student performance in an enabling, supportive way; provide proper recognition of excellence and achievement.
2. Establish and maintain an environment which is conducive to positive staff morale and directed towards achievement of the department/district's mission.
3. Communicate effectively with students, staff, parents and community about the bilingual program's goals, expectations and initiatives.
4. Plan and conduct parent meetings, including parent advisory committee and LPAC review meetings upon request.
5. Mediate and facilitate effective resolution of conflicts in a timely fashion.
6. Assess the department/district climate and use data analysis to develop improvement plans collaboratively with parents, teachers, and administrators.
7. Has a clear sense of the department/district's mission; actively involves all stakeholders in planning and decision-making in order to accomplish the mission.
8. Initiate and support programs and actions that facilitate a positive, caring climate for learning and an orderly, purposeful environment.

9. Establishing a continuous focus on student growth and learning with established timelines for meeting performance objectives.

### **School Improvement**

10. Determine and build a common vision with staff for school improvement; direct planning activities and implement programs collaboratively with staff to ensure attainment of department/district's mission.
11. Identify, analyze, and apply research findings to facilitate improvement in the Bilingual and ESL programs.
12. Develop, maintain, and utilize appropriate information systems and records necessary for attainment of the bilingual department's mission.

### **Program Management**

13. Systematically and continuously monitor instructional and managerial processes to ensure that program activities are related to program outcomes; use these findings for corrective action and improvement, as well as for recognition of success.
14. Through campus visitation and observation, assist principals in monitoring instruction to ensure effective implementation of state policy, including the English Language Proficiency Standards (ELPS) in support of relevant and rigorous instruction in bilingual and ESL programs.
15. Implement procedures and coordinate the process to identify bilingual students at all grade levels district-wide, including review of student data and testing of students.
16. Provide assistance to all bilingual and ESL staff in disaggregating and analyzing test data to improve instructional programs.
17. Work with staff to plan, implement and evaluate the curriculum on a systematic basis; include students and community representatives (when appropriate).
18. Ensure that curriculum renewal is continuous and responsive to student needs.
19. Provide instructional resources and materials to support teaching staff in accomplishing instructional goals.
20. Coordinate procedures for student placement, monitoring of student achievement, and exiting the bilingual education program.
21. Develop and conduct or arrange for staff development, to include appropriate instructional strategies, enriched learning in classroom settings, and methods for identifying bilingual students.
22. Audit bilingual LPAC records for accuracy.
23. Develop and conduct parent trainings to assist with the academic success of Bilingual/ESL students, to include, resources available to assist parents.

### **Personnel Management**

24. Use developmental supervision effectively and comprehensively with all staff by systematically observing instruction, recording observations, and regularly conducting formative and summative evaluation conferences.
25. Demonstrate skill in appropriate use of the TTESS.
26. Confer with subordinates regarding their professional growth; work jointly with them to develop and accomplish improvement goals.

- 27. Identify, provide, and/or encourage participation in available in-service training option to address the goals identified through the growth planning process.
- 28. Clearly define expectations for district staff performance regarding bilingual education instructional strategies, classroom management, and communication with the public.
- 29. Encourage personal and professional growth and leadership among the staff; recognizes exemplary performance.
- 30. Assist in recruitment and placement of bilingual education personnel and is effective in interviewing, selecting, and orienting new staff; makes sound recommendations relative to personnel placement, transfer, retention, and dismissal.
- 31. Annually review bilingual staffing patterns and make recommendations, if needed to improve the bilingual program to the superintendent.
- 32. Comply with district policies, as well as state and federal laws and regulations, in pursuing the mission of the department/district.

**Budget and Inventory**

- 33. Administer the bilingual budget and ensure that programs are cost effective and that bilingual funds are managed effectively.
- 34. Compile budget and cost estimates based on documented program needs.
- 35. Participate in grant-writing activities to obtain program funding.
- 36. Assist with the selection and purchase of supplemental equipment and supplies for the program.

**Other**

- 37. Perform other duties assigned by supervisor.
- 38. Maintain confidentiality of information.

**Supervisory Responsibilities**

- 39. Supervise and evaluate the performance of staff in the bilingual department, including the Bilingual Coordinator, the district bilingual compliance facilitator, and the bilingual compliance clerks.

**WORKING CONDITIONS**

**Mental Demands/Physical Demands/Environmental Factors**

Frequent district-wide and occasional statewide travel; occasional prolonged and irregular hours.

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 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.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_