

## **DIRECTOR OF ENGLISH LEARNER & MIGRANT ED PROGRAMS**

### **Job Goal:**

Plan, organize, monitor and evaluate instruction and support services for English Learners and Migrant Education students; supervise and evaluate the performance of assigned personnel.

### **Representative Duties:**

Supervises the Language Assessment Center and translation services for the district.

Supervises the identification, assessment, screening, placement, reclassification and follow up of English Learners.

Maintains appropriate records and other information necessary for student identification, audits, compliance reviews, program quality reviews, or other assessments.

Plans and organizes parent training as part of maintaining parent advisory committees.

Assists and makes recommendations in recruiting, screening and hiring instructional support staff for both programs.

Coordinates teaching methodologies and strategies through related staff development activities.

Participates in budget development and expenditure monitoring of funds for both programs.

Participates in the evaluation of certificated and classified staff for both programs.

Develops and implements long and short-term plans and activities.

Communicates and works with other administrators and District personnel to integrate activities and programs, resolve issues and exchange information.

Perform other duties as assigned.

### **Knowledge of:**

Budget preparation and control.

Current knowledge of research and theory of second language acquisition, English language development methods and bilingual methodology.

Applicable laws, codes, regulations, policies and procedures.

Rules and regulations of State and Federal categorical programs.

Curriculum development policies and procedures.

### **Ability to:**

Plan, organize and administer the programs and services for English learners and Migrant Ed students.

Communicate effectively both orally and in writing.

Analyze situations accurately and adopt an effective course of action.

Create a vision and inspire others to work positively.

Supervise and evaluate the performance of assigned staff.

### **Required Qualifications:**

Possess a valid California public school teaching credential with a major emphasis in bilingual education or equivalent.

Valid California Administrative credential.

Demonstrated successful experience in organization and management.

### **Desired Qualifications:**

Bilingual: English/Spanish

Three years of successful teaching experience in a bilingual or ELD setting.