

Job Description

Job Title: **English Language Learner Director**
 Job Family: **Certified**
 Pay Program: **Administrative**
 Prepared/Revised Date: **November 2016**

Job Code: **5007**
 FLSA Status: **Ex- A**
 Pay Range: **L14**
 Work Year: **12 months**

SUMMARY: Serve as part of the Learning Services team whose primary responsibilities are to support schools; lead a comprehensive vision for teaching and learning districtwide and model the way regarding best practices. Responsible for providing vision, management and leadership for the district’s English Language Learner (ELL) programs. Includes field work with principals and teachers to support implementation of effective practices for ELLs, cross-functional collaboration across Learning Services departments to ensure broad understanding and ownership of effective practice for ELL students. Responsible for interpreting and administering all local, state and federal statutes, rules, policies and administrative directions pertaining to English Language Learner programs and managing budget across multiple funding sources.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Lead and guide development and implementation of effective programming of English language learners (ELLs). Monitor the effectiveness of programming for ELLs to ensure increased student achievement.	D	20%
2. Supervise and lead a team of instructional coordinators and translation services to support effective implementation of programming for ELLs and their families.	D	30%
3. In partnership with the professional development director, design and lead effective districtwide professional development strategy in alignment with the district beliefs for professional learning, best practice for adult learning and district programming for ELLs.	Q	10%
4. Build relationship with and tactical knowledge of school-based needs for ELLs and strategically use those relationships and knowledge in support of schools, principals, teachers and students.	D	10%
5. Support learning services team and school-based teams in use of data to drive school programming decisions in support of ELLs.	W	5%
6. Collaborate across multiple service teams including learning services, advanced academics and gifted services, special education services, curriculum and instruction, professional learning and executive directors of schools to ensure consistent understanding and support for schools in regard to ELL programming.	W	5%
7. Manage state reporting and compliance for English learners, through the use of district information technology systems, including preparation and submission of all reports for federal, state and district monitoring, in regard to special populations.	Q	5%
8. Lead and manage approximately \$10 million in multiple budgets such that they align and support programming models for special populations and district, state and federal policy for funding special populations.	M	5%
9. Liaison with CDE and state agencies as the district representative for ELLs.	Monthly	5%
10. Perform other duties as assigned.	Ongoing	5%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master’s degree in education related field required. Language acquisition/instruction or English as a Second Language degree preferred.
- Minimum of (5) five years of experience in the field of public education, with teaching and leadership experience in serving English learners.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Colorado educator license required.
- Endorsement in culturally and linguistically diverse preferred.

- Ability to travel among district facility locations.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Advanced skills in oral and written communication, interpersonal relations, management and problem solving.
- Advanced knowledge of language acquisition and the teaching of limited-English students, curriculum and staff development strategies.
- Intermediate knowledge of computers, math and budgeting.
- Proven ability with success in increasing student achievement for ELL students.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Executive Director of Special Populations	100225

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Language Acquisition Coordinator	5-8	100309
	Translation Services Coordinator	1	1221
	District Translator/Interpreters	4	090723
	Administrative Assistant	1	070716
	Data Entry Clerk	1	1330

- Supervisory responsibilities include hiring, supporting, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Sole responsibility for administering, monitoring and coordinating the budget.
- Sole responsibility for initiating a requisition.
- Participate and recommends developing a budget.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk		X		
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste		X		
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds				
Up to 100 pounds				
More than 100 pounds				

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize	X			
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	