

Job Title: Director Connecting Languages (Elementary) **Wage/Hour Status:** Daily, Exempt

Reports to: Executive Director Curriculum and Instruction **Pay Grade:** D12

Dept/School: Curriculum and Instruction **Date Revised:** June 19, 2017

Primary Purpose

Provide design, leadership, and support for the implementation and ongoing development of the Elementary Connecting Languages Program. Work cooperatively and collaboratively with the teachers, appropriate administrators and other professionals to ensure that a quality program as well as Board, state, and federal mandates are implemented.

Qualifications

Education/Certification

Master's Degree

Valid Texas Principal or Texas Supervisor Certification

Valid Texas teaching certificate with Bilingual or ESL Education Endorsement

Special Knowledge/Skills

- Understanding of design and delivery of quality dual language and other programs for ELLs
- Understanding of effective programmatic characteristics in educating ELLs
- Deep knowledge of PreK-12 effective programs for English language learners
- Ability to communicate with all levels of teachers, community, state, federal, and higher education professionals
- Ability to interpret, compose, and implement policy, procedures, and data
- Ability to analyze and train teachers and principals with program materials for English language learners
- Ability to manage budget and lead personnel in the implementation of district adopted programs
- Ability to coordinate and train personnel in District functions
- Strong organizational, communication, and interpersonal skills

Experience

Five years teaching experience

Five years experience with administrative/support functions

MAJOR RESPONSIBILITIES AND DUTIES

Instructional and Program Management

1. Designs effective and efficient programs for ELLs PreK-5.
2. Organizes and implements programs and services to provide successful paths for ELLs.
3. Ensures student progress is evaluated and/or communicated on a systematic basis and findings are used for improvement.
4. Trains principals and other personnel in the District adopted programs.
5. Ensures effective use of technology in the teaching-learning processes.
6. Plans strategy, time, resources, and materials to support principals, teachers, and staff for the three areas.
7. Provides leadership in the formulation and implementation of contracts.
8. Ensure curriculum is rigorous, research based, and responsive to student needs and within state and federal mandates.
9. Designs and implements Connecting Languages professional development in the areas of curriculum, instruction and assessment.

Monitoring Programs

- 10. Coordinates and organizes services with the Executive Director Advanced Academics, Executive Director Academics, Executive Director Blended Learning, Executive Director of School leadership, Special Education Department, and Area Superintendents in matters impacting English Language Learners.
- 11. Organizes and monitors timelines and support to schools as required by law for all units involved.

Student Management

- 12. Demonstrates support for the District’s student management policies and expected student behavior.

Policy, Reports, and Law

- 13. Recommends and writes policies to improve services.
- 14. Implements policies established by federal and state law, SBOE rules, and local Board policy.
- 15. Compiles, maintains, and files all reports and documents required.

Budget and Inventory

- 16. Administers the department budget and ensures all activities are cost effective and funds are managed prudently.
- 17. Compiles budgets and cost estimates on program needs.
- 18. Maintains a current inventory and recommend replacement and disposal of materials and equipment.

Personnel Management

- 19. Prepares and revises job descriptions in the unit.
- 20. Evaluates job performance of employees.
- 21. Participates in the recruitment, selection, and training of personnel and makes sound recommendations relative to personnel placement, assignment, retention, discipline, and dismissal.

Communication and Community Relations

- 22. Serves as District liaison to community agencies.
- 23. Participates in professional organizations.
- 24. Articulates the District’s mission and goals to the community.
- 25. Demonstrates awareness of District/community needs and initiates activities to meet those needs.

Supervisory Responsibilities

Supervises assigned personnel

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Occasional prolonged and irregular hours

Terms of Employment

226 days; salary to be established by the Board of Trustees

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.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.