

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Administrator of Bilingual and English Language Development Site Programs, Elementary (K-5)

DEPARTMENT/DIVISION: K-5 Elementary Schools

POSITION SUMMARY: The Administrator of Bilingual and ELD Site Programs (K-5), under the direction of the school site principal, assumes responsibilities in administration for Bilingual and ELD curriculum, instructional programs, staff development and guidance, as well as the evaluation of Bilingual and ELD staff, and related administrative functions as assigned by supervisor. The Administrator of Bilingual and ELD Site Programs, Elementary (K-5), will serve 195 days a year with normal working hours from 8:00 a.m. to 5:00 p.m.

ESSENTIAL FUNCTIONS:

1. Assists supervising principal in administration of the school curriculum and instructional programs.
2. Assists in the coordination, implementation and development of all Bilingual and ELD school activities.
3. Assists in the implementation of student discipline and guidance.
4. Assists in planning and scheduling all Bilingual and ELD student-teacher and parent-teacher conferences.
5. Assists in monitoring and implementing Board policies, administrative procedures and Bilingual and ELD program budgets.
6. Maintains system for handling local school reports and records.
7. Assists in selection and employment of Bilingual and ELD certificated and classified personnel.
8. Assists in the evaluation and staff development of all Bilingual and ELD certificated and classified personnel.
9. Utilizes the Bilingual and ELD programs to promote effective parent and community relationships.
10. May direct faculty meetings, encourage teachers to participate in curriculum development, decision making, and the assumption of responsibility for active participation.
11. Participates as a member of the District management team, makes recommendations for District policy, and assists in the formation of District curriculum goals and objectives.
12. Assists the principal with attendance records and reports, scheduling, and budgetary accounting.
13. Participates in School Site Council, Open House, Back to School Night and other related school/community events and organizations.
14. Provides classroom instructional support programs and services.
15. Attends IEPs and SSTs for students in the Bilingual and ELD programs.
16. Serves as acting site administrator in the absence of the principal.
17. Maintains regular and prompt attendance in the workplace.
18. Performs other duties as assigned by supervising principal.

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EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. Previous school site teaching or administrative experience preferred. Valid California Administrative Service Credential, or enrolled in an approved Administrative Internship program. Appropriate valid California Teaching Credential required. Master's Degree preferred.

SKILLS AND QUALIFICATIONS:

1. Knowledge of elementary school curriculum.
2. Ability to provide strong instructional leadership.
- 1-3. Knowledge and understanding of effective instructional strategies for Bilingual and EL students.
- 2-4. Knowledge of federal and state regulations regarding Bilingual and EL students.
5. Knowledge and understanding of the philosophy of Bilingual Education Programs.
6. Knowledge of intermediate computer skills.
7. Ability to communicate effectively, orally and in writing in English and Spanish.
8. Strong interpersonal skills.
9. Ability to maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:

Employees in this position must be/have the ability to:

1. Sit for extended periods of time.
2. Enter data/information into a computer terminal/typewriter and operate standard office equipment for extended periods of time.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone.
5. Hear and understand at normal levels and on the telephone with or without hearing aids.
6. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
7. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
8. Bend, squat, stoop and/or climb for extended periods of time.
9. Lift and/or carry up to 50 pounds at waist height for short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office and/or classroom environment and outdoors with students on the playground and other areas where students and/or staff are gathered during activities. Employees in this position will come in direct contact with District staff, students, parents and the public.

DAYS OF SERVICE: 195

SALARY: LME 40

BOARD APPROVED: 3/10/2009