



Job Description
Prepared/Revised: November 2022

Job Title:	Director, Newcomer Center	Job Code:	050304
Job Family:	Administrative	FLSA Status:	Ex - P
Pay Program:	Certified	Pay Range:	L 17
Typical Work Year:	10 months		

SUMMARY: The Newcomer Center Director will serve as the administrator for the Center within a School program model. Duties will include developing and implementing programs, core class curriculum, budgets and policies in a manner that promotes the educational development of high school Newcomer Center students and the professional learning for Newcomer Center staff. The Director demonstrates effective instructional leadership skills that provide focus on student achievement, guides the development of a caring collaborative community that includes all stakeholders at the Center, provides purpose and vision for the school, and manages the human resources to ensure an orderly work and learning environment.

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. Frequency and percentage of time may vary by location.*

Job Tasks Descriptions	Frequency	% of Time
1. Provide effective leadership in the organization, administration, and supervision of the Newcomer Center. Provide transformational leadership resulting in major changes in the delivery of instruction and the organizational structure of the program. Plan for and participate in professional learning with certified and classified Newcomer Center staff members specific to the cultural, developmental, linguistic and intellectual needs of Newcomer students.	D	25%
2. Establish a compassionate climate responsive to the cultural, developmental, linguistic and intellectual needs of Newcomer students. Assume the primary responsibility for teaching and learning within the program. Communicate and implement a clear, effective instructional model based on proven best practices for Newcomer students that include high expectations for all. Support curriculum alignment with content standards through teacher observations and/or through curriculum committee work.	D	20%
3. Organize school operations around improvement of instruction by maintaining a safe and orderly environment, upholding state laws, contracts and District Policies, managing personnel, maintaining facility to provide a quality learning environment, efficiently managing financial resources, establishing effective public relationships, and coordinating effective instructional programs in a master schedule. Supervise and monitor student behavior in an effort to maintain an academic environment conducive to student achievement including, but not limited to, supervision during lunch, in the hallways and during co-curricular activities at night and after school.	D	10%
4. Supervise and coordinate services provided by community partners. Work in collaboration with the community to provide opportunities for students.	M	10%
5. Collaborate closely with the building principal and with other district schools to facilitate successful transitions when students enter and exit the Newcomer Center.	W	10%
6. Hire certified and classified staff. Assume responsibility for the evaluation of all Newcomer Center certified and classified staff members through a process of accountability that measures specific indicators as designated by the district.	M	10%
7. Communicate skillfully with students, parents, staff members, and central office personnel concerning the progress and operation of the program.	W	5%
8. Create the master schedule for the Newcomer Center classes and collaborate with the building principal on master schedule for Newcomer students in outside-center classes.	D	5%
9. Perform other duties as assigned.	D	5%
TOTAL		100

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree required.

- Minimum of five years of successful classroom teaching required
- Minimum of three years of educational leadership experience
- Bilingual strongly preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Colorado Type D Certificate/Principal/Administrator’s License.
- Classified Employee and Certified Employee Evaluation Training Certificates required within one month after hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Excellent interpersonal relations and oral and written communication skills.
- Strong decision making, analytical and organizational skills.
- Advanced skill in dealing with students and staff with diverse needs at various levels.
- Intermediate to advanced knowledge of and ability to develop, monitor and evaluate curriculum, discipline plans and supervision/safety plans (RDPs).
- Basic microcomputer and software skills.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy and cyber-security with respect to student and staff data, and related information systems.
- 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:

- Microcomputers.
- General office equipment.
- Microsoft Office applications.
- SASI application required within one week after hire.
- Emergency equipment, such as radios, alarm systems and building generators required within one week after hire.
- SmartMart application required within two weeks after hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Executive Director of Schools	3092

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:			
	Certified Teacher	5	varies
	TOSA-Instructional Coach	1	4063
	Social Worker	1	1700SW
	Counselor	1	310020
	Newcomer Classroom Assistant	2	1267
	Registrar	1	1303
	Family Outreach Liaison	1	1252

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Shared responsibility with ELL Department of a multifaceted 1 million dollar budget allocation and expenditures.
- Shared responsibility with ELL Department to develop, administer, monitor and coordinate the 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

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Sit		X		
Use hands and fingers to handle and/or feel			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	X			
Up to 100 pounds	X			
More than 100 pounds	X			

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	