

Supervisor of Multilingual Education
New Hanover County Schools

Job Description

Class: Administrative
Division: Instruction & Academic Accountability
Dept: Curriculum & Instruction

TITLE: Supervisor

QUALIFICATIONS:

1. Master's degree in education with a current North Carolina teaching certificate or equivalent combination of education and experience. Must be an ESL licensed educator.
2. Minimum of seven years teaching experience with a broad knowledge of testing/assessment and interpretation of educational data. Prefer administrative experience.
3. Bilingual written and oral communication skills – Spanish preferred.
4. Other qualifications as the superintendent and board may determine appropriate.

REPORTS TO: Director of Curriculum & Instruction

JOB GOAL: To facilitate and monitor a comprehensive program of service to students identified as Multilingual Learners in the New Hanover County School System.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to instruction and academic issues.
2. Plan and monitor a rigorous, differentiated curriculum in alignment with the goals and objectives of the district's vision for Multilingual students.
3. Maintain a current database of the status of Multilingual students and teachers; assist with reporting requirements for state, federal, and local initiatives.
4. Develop and lead staff development for Multilingual teachers, classroom teachers and administrators.
5. Provide cognitive coaching to monitor and maintain a rigorous curriculum for Multilingual students.
6. Assist school personnel with the best teaching practices to increase the number of Multilingual students exiting the program and making yearly EL progress.
7. Analyze district wide data and develop support plans in collaboration with school leadership.
8. Use current and innovative models of curriculum to enhance instruction and to improve student achievement across New Hanover County Schools.

9. Keep abreast of Multilingual educational initiatives and programs at the state and federal levels.
10. Provide information to school personnel to assure a consistent educational program for Multilingual students.
11. Assist and maintain state and federal budgets related to Multilingual student instruction.
12. Maintain knowledge and skills related to the identification and instruction of Multilingual students.
13. Collaborate with other departments and serve on interdepartmental committees.
14. Supervise the work of the ESL support associate.
15. Perform related duties and responsibilities as requested by the Director.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve-month work year/At Will/FLSA Exempt

Starting Salary and/or Grade: SA II

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Knowledge of the state and local Multilingual education policies, practices, and requirements.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, central office staff and parents (Spanish preferred).
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs and Google Workspace.
- Ability to work independently, meet deadlines and accomplish specific tasks as requested.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Comply with confidentiality requirements in local, state, and federal policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.