

SAN JUAN UNIFIED SCHOOL DISTRICT

POSITION CODE: 297
MANAGEMENT GROUP
MANAGEMENT SERIES, SALARY RANGE 20
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POSITION TITLE: Program Manager—English Learner and Multicultural Education

DEFINITION:

Responsible for the administration of the English Learner and Multicultural Educational program and services of the District, and other special projects as assigned.

DIRECTLY RESPONSIBLE TO:

Director, State and Federal Programs

SUPERVISION OVER:

Certificated and classified personnel as assigned.

DUTIES AND RESPONSIBILITIES (Responsibilities will include, but not limited to):

1. Develop and coordinate the goals, objectives and functions of the English Learner and Multicultural Educational program.
2. Supervise, plan and direct a variety of projects and activities related to the District's English Learner and Multicultural Educational programs, including Title VII.
3. Responsible for researching, preparing and submitting grant funding guidelines and proposals for special projects in the area of responsibility.
4. Provide technical expertise to administrators, teaching personnel and other District employees regarding assigned functions; formulate and develop curriculum, policies and procedures for the English Learner and Multicultural Educational program.
5. Prepare district, state and federal reports as required. Responsible for reports to advisory committees as necessary.
6. Communicate and collaborate with school sites, district personnel, county, state and federal agencies in the area of responsibility to provide direct assistance in order to achieve the goals of the English Learner and Multicultural Educational program.
7. Provide oversight to school personnel for the appropriate academic instruction and placement of students in the English Learner program according to state and federal regulations.

8. Assist in the preparation of program budgets and evaluation of programs in the area of responsibility. Plan budget requirements and assists in the approval of program related expenditures.
9. Supervise, coordinate and evaluate the performance of assigned staff.
10. Organize and collaborate with all required community and parent advisory groups. Responsible for disseminating relevant and pertinent information to staff and to the public.
11. Develop and implement long and short term strategies and activities for Multicultural Educational program.
12. Ability to interpret and analyze data to develop objectives and evaluate effectiveness of English Learner programs.

QUALIFICATIONS:

Training, Education and Experience: Master's Degree, California Teaching and Administrative credential; supervisory and administrative experience with educational programs serving limited English proficient pupils.

Knowledge and Skills: Knowledge of planning, organization and direction of English Learner programs and multicultural activities; Budget preparation and control; Current research and theory of second language acquisition; effective English language development methods; Oral and written communication skills. Possess knowledge of principles and practices of management, laws, codes, regulations, policies and procedures. Knowledge of curriculum development and standards based instruction.

Physical Characteristics: (Consideration will be given to reasonable accommodation.) *Sufficient vision to read printed materials; *sufficient hearing to conduct in person and telephone conversations; *sufficient physical mobility to move about the district and drive a car; *ability to speak in an understandable voice with sufficient volume to be heard in addressing groups; physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

*With or without the use of aids.

Other Characteristics: Possession of a valid California Driver License; willing to work additional hours periodically; willing to travel locally.

Board adoption: 4.22.08