



# DIRECTOR

## CULTURALLY AND LINGUISTICALLY DIVERSE EDUCATION

### JOB DESCRIPTION

**JOB TITLE:** Director of Culturally and Linguistically Diverse Ed  
**REPORTS TO:** Chief Academic Officer  
**LOCATION:** Education Support Services  
**FLSA STATUS:** Exempt  
**PAY GRADE:** ADM-09  
**DAYS:** 260  
**JOB ID & DATE:** ADM-60 | May, 2022

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### JOB PURPOSE SUMMARY

Responsible for providing vision, leadership and management for the district's English language learner programs assuring effective collaboration with all district departments and services. Responsible for interpreting and administering all local, state and federal statutes, rules, policies and administrative directions pertaining to English language learner programs. Responsible for implementing relevant components of the district's strategic plan. Responsibilities include setting and maintaining standards and processes for K-12 curriculum, the development, revision, and alignment of K-12 curriculum with state standards, the development, acquisition, and/or dissemination of content materials and supports, and the development and implementation of professional learning programs.

### REQUIREMENTS

#### Education Level Details

Master's degree in Education or related field.

#### License / Certification Required

Colorado Principal License Preferred.  
Colorado Teaching License in the Academic Field  
Colorado CLDE Certification

#### Work Experience Required

5 years teaching experience  
3 years Building Administrative Experience Preferred  
Documented experience providing high quality professional development

#### Other Skills and Abilities Required

Deep understanding of what effective teaching looks like  
Commitment to effective and rigorous instruction  
Strong instructional background in the academic area specified  
Knowledge of ELA service delivery; knowledge of legal mandates;  
Knowledge and experience in school administration.  
Demonstrated understanding of Colorado School Finance  
Demonstrated ability to lead multiple high-profile and complex projects simultaneously  
Collaborative team player, comfortable leading as well as executing projects as required  
Excellent leadership, management, and organizational skills required  
Articulate, professional demeanor with strong self-confidence and initiative  
Excellent communication and interpersonal skills  
Ability to exercise decision-making, strategy, work collaboration, data analysis, and report building  
Flexible and able to multi-task within an ambiguous, fast-moving environment

## **FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES**

### Instructional Leadership

- Organize and deliver highly effective building and district-level staff development for the content area specified.
- Align district curriculum with state standards
- Assess and monitor all content specific teachers to ensure what is being taught in the classroom is aligned with the established curriculum and state standards
- Provide direct support to school leaders, instructional staff including teachers, paraprofessionals and instructional coaches. This support may include demonstration and modeling of a variety of effective researched based practices and utilizing the full coaching model of support.
- Direct the planning and development of curriculum, instruction improvement programs, and special projects
- Identify successful intervention and remediation programs to increase student achievement. Assist schools with implementation of successful program practices.
- Provide input and support regarding prioritization of professional development needs, evaluation of literacy programs, and reviews of current research.
- Provide input and support to the Director of Special Education to maintain articulation and alignment of programs for special needs students with District curriculum documents.
- Provide input and support to the Director of CLDE to maintain articulation and alignment of programs for English Language Learners with District curriculum documents.
- Demonstrate and utilize a variety of effective instructional strategies, practices and assessment techniques.
- Collaborate with other district level instructional staff, university partners, and building-level administrators related to K-12 content development.
- Perform at a professional level in all areas of teaching instructional management, interpersonal relationships, professional and general responsibilities.
- Coordinate, lead and implement instructional materials including consumables
- Work in collaboration with the support, development and refinement of district content assessments.
- Provide services to areas and schools according to site and area-specific instruction needs, methodologies, and resources.

### CLDE Specific Responsibilities

- Plan, implement and monitor all district services relating to Culturally and Linguistically Diverse Education programs.
- Provide vision and leadership to support student achievement and effective services by identifying best practices, developing and implementing strategic improvement plans, determining professional development areas and supporting achievement plans, and interfacing CLDE programs with district goals and initiatives.
- Assist school and district leadership in developing understandings of appropriate second language instruction through professional development, one-on-one consultation, curriculum development, planning, assessment and evaluation of English language learners.

### Personnel Management

- Provides collaborative leadership of the Academic Support Coaches.
- Collaboratively supervises and provides support to the Specialist of CLDE
- Responsibilities include interviewing, hiring and training employees; promoting and transferring employees; planning, assigning and directing work; appraising performance; rewarding, disciplining and terminating employees; and addressing complaints and resolving problems.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

### Communication

- Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

### Compliance

- Participate in staff development activities to improve job-related skills.
- Interpret and administer local, state and federal statutes, rules, policies and administrative directives pertaining to services for English Language Learners (ELL).
- Plan and submit the CLDE budgets and applications for state and federal funds. Determine spending authorities for CLDE staff.
- Compile, maintain, and file all reports, records, and other required documents.
- Attend administrative, Board of Education meetings, and other required events

### Budget and Resource

- Responsible for administering and coordinating the CLDE budget.

- Develops, approves and monitors grants.

Policy, Reports, and Law

- Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
- Comply with all district and campus routines and regulations.
- Perform other duties as assigned by the summer school principal and the Superintendent of Schools.

**SUPERVISORY RESPONSIBILITIES**

Supervise members of the department including Specialist and Coaches.

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl.. The employee must regularly lift and/or move up to 40 pounds.

**Work Environment:** While performing the duties of this job, the employee will work primarily in offices, hallways, gyms, classrooms, bathrooms, shops, playgrounds, cafeterias, portable buildings and pool environments. The Employee may be required to work from a remote location in the event of a district shut-down or other event. Employee may be required to work extended hours including evenings, weekends or during district scheduled holidays.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: \_\_\_\_\_

Employee ID Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_