

**TITLE:** Director of Multilingual Education

**QUALIFICATIONS:**

1. Valid New Jersey Principal Certificate
2. Minimum experience as determined by the board
3. Demonstrated leadership in school improvement, program development and curriculum integration and application of technology across the curriculum
4. Ability to plan, organize and administer a district-level professional development program
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** Superintendent

**SUPERVISES:** Instructional staff as assigned

**JOB GOAL:** To provide leadership in the development, implementation and coordination of the district's Multilingual Department (Bilingual, ESL and World Language curriculum).

**PERFORMANCE RESPONSIBILITIES:**

Curriculum and Instruction

1. Works with principals, directors, supervisors and teachers in developing the total school curriculum, and assists in the formulation of a philosophy and objectives for the instructional plan.
2. Studies, evaluates, and, as appropriate, recommends to the superintendent the adoption of new instructional materials, methods and programs, including tutoring and remedial instruction.
3. Provides leadership in the development of the instructional program and achievement of New Jersey Student Learning Standards and district goals and objectives.
4. Assists in the implementation of the district's in-service education program for the instructional staff and recommends teacher attendance at conferences and participation in other professional growth activities.
5. Participates in the work of state and national curriculum study organizations and groups.
6. Recommends to the superintendent the addition of new courses, grade placement and credit allowance, and graduation requirements.
7. Produces curriculum bulletins, guides, or directories to be distributed to the staff as required.

### Meetings and Committees

1. Schedules and organizes grade level and departmental meetings in order to effect horizontal and vertical continuity and articulation of the instructional program of the schools.
2. Supports the planning and presentation of a series of meetings each year for the purpose of interpreting to the board of education and to the parents and public at large the educational program of the schools.

### Constructive Interaction with Staff

1. Cooperates with the school counseling services director, principals and staff in planning the instructional program and support services for special education pupils and other students with special needs.
2. Meets on a regular basis with administrators and staff for the purpose of maintaining ongoing supervision of the coordination and implementation of the district curriculum.
3. Conducts classroom observations and provides supervision/evaluation of teachers and non-certified staff as requested by building principals or central office administrative staff.

### Information and Resources

1. Maintains a curriculum reference library for the use of the staff and collaborates with principals and teachers to develop a common file of community resources to enhance the instructional program.
2. Secures and makes available to the staff samples of various instructional materials, textbooks and curriculum guides.
3. Coordinates the selection of textbooks and instructional materials throughout the district through the use of faculty committees and recommends those selected to the superintendent for adoption by the board of education.
4. Keeps abreast of and interprets to the staff the current research in the area of curriculum development, teaching and learning.

### Classroom Activities and Work with Students

1. Runs the assessment of the English proficiency of pupils whose native language is other than English; helps to identify pupils eligible for bilingual education and/or English as a Second Language programs or other services designed to improve English language proficiency.
2. Assesses pupil academic progress, English proficiency and personal growth toward stated objectives of instruction. Assesses annually to determine pupils ready to exit the bilingual/ESL program.
3. Maintains records of pupils' educational progress.
4. Identifies academic and support services needs of limited English proficient pupils and cooperates with other professional staff members in assessing and resolving learning problems.

Coordination of Learning Activities

1. Coordinates and assists the efforts of certified staff to develop lesson plans and instructional materials in a specific academic discipline or department and provides opportunities for individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
2. Coordinates and assists the efforts of certified staff in a specific academic discipline or department to set specific objectives wherever possible in lesson preparation and weekly lesson plans and to carry through presentation to effectively achieve these objectives.
3. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to assess pupil academic progress and personal growth toward stated objectives of instruction.
4. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to maintain records of pupil's educational progress in class record books and/or board approved forms and to summarize these marks for reporting purposes.
5. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to identify pupil needs and to cooperate with other professional staff members in assessing and resolving learning problems.
6. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to establish and maintain standards of pupil behavior needed to achieve a classroom climate conducive to learning.
7. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to budget class time effectively.
8. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to communicate with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
9. Coordinates and assists certified staff in their efforts to devise written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.
10. Coordinates and assists certified staff in their efforts to supervise and control pupils in out-of-classroom activities as assigned.
11. Coordinates and assists certified staff in their efforts to maintain professional competence and continuous improvement through in-service education and other professional growth activities, and as an intermediary to supervisory staff establishes and verifies the professional development needs of teaching staff and conveys those needs to the central office.
12. Coordinates and assists certified staff in a specific academic discipline or department in their participation in school-level planning, faculty meetings/committees and other school system groups.
13. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to make effective use of community resources to enhance the instructional program.

Coordination of Staff

1. Works to achieve New Jersey Student Learning Standards and district goals and objectives in a specific academic discipline or department, by coordinating the efforts of certified staff to promote active learning and skills development in the classroom. Coordinates the efforts of certified staff to teach pupils through an approved course of study using board-adopted curricula, textbooks and other appropriate teaching materials.
2. Coordinates and assists the efforts of certified staff to develop lesson plans and instructional materials in a specific academic discipline or department and provides opportunities for individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
3. Coordinates and assists the efforts of certified staff in a specific academic discipline or department to set specific objectives wherever possible in lesson preparation and weekly lesson plans and to carry through presentation to effectively achieve these objectives.
4. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to assess pupil academic progress and personal growth toward stated objectives of instruction.
5. Coordinates and assists certified staff in a specific academic discipline or department in their efforts maintain records of pupil's educational progress in class record books and/or board approved forms and to summarize these marks for reporting purposes.
6. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to identify pupil needs and to cooperate with other professional staff members in assessing and resolving learning problems.
7. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to establish and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.
8. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to budget class time effectively.
9. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to communicate with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
10. Coordinates and assists certified staff in their efforts to devise written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.
11. Coordinates and assists certified staff in their efforts to supervise and control pupils in out-of-classroom activities as assigned.

12. Coordinates and assists certified staff in their efforts to maintain professional competence and continuous improvement through in-service education and other professional growth activities, and as an intermediary to supervisory staff establishes and verifies the professional development needs of teaching staff and conveys those needs to the central office.
13. Coordinates and assists certified staff in a specific academic discipline or department in their participation in school-level planning, faculty meetings/committees and other school system groups.
14. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to makes effective use of community resources to enhance the instructional program.
15. Upholds and enforces school rules, administrative regulations and board policy.

Other

1. Assists in the recruitment, screening, hiring, training and assigning of instructional personnel.
2. Assumes responsibility for reviewing and evaluating results of district-wide testing programs, and for other evaluative measures used by the schools.
3. Assists in the development and coordination of the sections of the budget that pertain to curriculum and instruction, as well as programming for Title III.
4. Coordinates professional development to meet instructional needs, as assigned.
5. Coordinates tutoring and remedial instruction, as assigned.
6. Performs other duties as may be assigned by the superintendent.

**TERMS OF**

**EMPLOYMENT:**

Twelve months. Salary to be determined by the board through negotiations with the Freehold Administrator Association.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.