

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Supervisor – EL/ Migrant Programs

Classification: Certificated
Management

Reports to: Director of State and Federal Programs

Range: Cert. Mgmt Salary Schedule

EDUCATION AND EXPERIENCE

- Valid California Teaching Credential required; BCLAD, CLAD, LDS, SB395/1969 required
- Valid Administrative Credential
- Experience providing staff development for K-12 teachers
- Advanced training in Language Arts, ELD, and SDAIE
- 5 Years of successful teaching experience including instruction of English Learners

SUMMARY

Under the direct supervision of the Director of State and Federal Programs, provide an educational program for pupils in secondary grades and assists other school programs as assigned.

SPECIFIC RESPONSIBILITIES

1. Supervises support staff for ELD and parent engagement
2. Assists and supports site administrators on meeting the needs of English Learners and their families
3. Conduct and coordinate staff development on utilization of core EL adoptions, instructional skills and strategies
4. Support and coach site EL facilitators and teachers on an ongoing basis
5. Assist classroom teachers in organizing their Language Arts/ELD program, to maximize the effectiveness of the support materials addressing differentiation of instruction for English Learners
6. Assist with diagnosis and prescription for the instructional needs of EL students
7. Provide school sites with assistance in the development, implementation and evaluation of instruction programs
8. Provide assistance in the research and development of supplemental instructional methods and materials for teachers
9. Site visitations, which may include, but not limited to the following: classroom observations, faculty presentations, provide teacher and/or principal consultations upon request
10. Maintain statistic data as deemed necessary

SPECIFIC QUALIFICATIONS

Travel from site to site – valid California driver’s license

Flexibility in working with multiple departments and multiple sites

Ability to multitask

Other duties as assigned

Knowledge:

- Federal, State, and District EL program regulations, policies and procedures
- State and District EL curriculum and assessment requirements
- Research-based instructional practices targeting differentiation of instruction
- Effective, research-based staff development strategies

- Oral and written communication skills
- Common Core, State Standards, ELD standards, and SBAC
- LCFF and LCAP

Ability:

- Interpret, apply and explain district EL program, policies, and procedures
- Perform assignments independently
- Provide in-service training
- Communicate effectively both orally and in writing
- Plan and organize work
- Understand program goals and objectives
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt or recommend effective courses of action
- Experience in the delivery of reading strategies to targeted group
- Interpersonal skills using tact, patience and courtesy