MT DIABLO UNIFIED SCHOOL DISTRICT

Assistant Director of English Learners and Dual Language

was ADMINISTRATOR OF ENGLISH LEARNER SERVICES

SUMMARY DEFINITION: Under the general direction of the Assistant Superintendent, Educational Services is responsible for providing districtwide leadership in the planning, implementation, and monitoring of the English learner and dual language services; is responsible for compliance of all regulations regarding English learners and dual language programs.

Directly Responsible To
Director of English Learners and Dual Language

Supervision
Assessment Center Staff
Other certificated and classified staff as assigned

EXAMPLES OF DUTIES (to include, but not limited to)**:**

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

1. Administer the development, implementation, and monitoring of the District English Learners Master Plan. **E**
2. Coordinate, monitor, and assess effectiveness of District programs for English learners and students in dual immersion programs. **E**
3. Direct curriculum development, including identifying areas in which programs and materials are needed, planning for the development of these programs and materials, and organizing teams to assist in curriculum development and writing. **E**
4. Complete state and federal reports to meet the compliance requirements of District English learners programs. **E**
5. Manage state and federal funding for English learners. **E**
6. Stay current on state and federal legislation, mandates, guidelines, and curriculum frameworks and disseminate the information.
7. Coordinate professional development for English learner and dual immersion programs and services. **E**
8. Supervise the Assessment Center and translation services. **E**

9. Oversee the District English Learner Advisory Committee (DELAC) and other advisory committees related to the needs of English learners. **E**
10. Provide leadership and supervision to English learner programs staff. **E**
11. Collaborate with Directors of Elementary and Secondary Education in coordination and articulation of TK-12 programs, curriculum, assessments, professional development and other services. **E**
12. Work collaboratively with other administrators in the Educational Services Department to assure coordination, alignment, and articulation of the District programs.
13. Monitor and ensure that all English learners have access to the District's standards-based curriculum. **E**
14. Initiate and supervise improvement of curriculum, including the development and revision of courses of study related to English learner and dual immersion support. **E**
15. Assume the responsibility for review and revision of District board policies. Prepare agenda items for the Board meetings, as needed.
16. Demonstrate leadership in creating healthful human relationships that will provide a suitable climate for learning and teaching. **E**
17. Keep the Assistant Superintendent of Educational Services well informed about issues related to pre-K through adult programs. **E**
18. Perform other duties as assigned by the Assistant Superintendent or Superintendent.

DESIRABLE QUALIFICATIONS:

KNOWLEDGE OF:

- Knowledge of principles of organization and management.
- Knowledge of curriculum and the operation of elementary and secondary schools, alternative, and adult education programs.
- Knowledge of laws, district policies, and regulations pertaining to elementary and secondary education and related programs.
- Knowledge of basic elements of instruction.
- Knowledge of the principles of staff training and development.
- Knowledge of budget development, maintenance, and evaluation.

SKILL IN:

- Expertise of theoretical concepts, research, and practice regarding the learning and teaching of language.
- Expertise in effective and appropriate teaching strategies, curricular programs and materials for students learning English and a second language (dual immersion programs).
- Ability to exercise good judgment and tact.
- Ability to work effectively with all segments of the educational community and general public.
- Ability to speak and write effectively.
- Ability to analyze problems, make decisions or recommendations, and be responsible for these decisions.

- Skill in working with diverse groups and individuals in a manner that achieves district goals.
- Skill in translating District policy to various employees, individuals, and groups.
- Ability to supervise and direct a large staff or department.

EDUCATION, TRAINING, AND EXPERIENCE:

- Post graduate work in school administration, curriculum and instruction, or a related field.
- Evidence of highly successful teaching experience in linguistically diverse settings.
- Five years of successful experience in increasing responsibility in administration of English learner programs
- Experience in district-wide leadership roles.
- Possession of an appropriate school administrative credential.
- Experience in managing categorical programs desirable.

ENVIRONMENT:

School office environment: fast-paced work with deadlines; frequent interruptions and high demand to multi-task and complete job duties with stringent timelines; maintains high regard for exemplary customer service.

PHYSICAL ABILITIES:

Hear and speak to exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports; sit or stand for extended periods of time; work at a desk, conference table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders and horizontally; lift objects weighing up to 25 pounds.

Diablo Managers Association
Range 25 – 222 Days
Approved by the Board of Education: January 9, 2012
Revised: 5/11/2020