

ONTARIO-MONTCLAIR SCHOOL DISTRICT

DIRECTOR, ENGLISH LEARNERS, PLAN DEVELOPMENT AND INSTRUCTIONAL SUPPORT

GENERAL PURPOSE

Under general direction of the Assistant Superintendent, Learning and Teaching, coordinate directly with all district divisions to ensure alignment of direct services to identified students based on funding requirements; administration and oversight of the annual development of the Local Control Accountability Plan (LCAP), Local Educational Agency Plan (LEAP) and Title III Accountability Plan for English Learners, inclusive of districtwide stakeholder input activities, regulatory policies and monitoring guidelines; ensures alignment of district plans to the Single Plan for Student Achievement plans; ensures programmatic and instructional supports, under English Learner Programs and Compensatory Programs, are monitored through the Federal Program Monitoring (FPM) review process; provides executive oversight of district parent educational programs; coordinates external community partnerships and agencies to promote parent engagement. In addition to operational policy development of programs, ensures instructional requirements under Every Student Succeeds Act (ESSA) legislation are implemented and monitored; coordinates with federal, county, and state agencies; provide guidance to school administrators on compliance mandates and instructional supports for English Learners and non-duplicated pupils; serves as a District resource person in matters of state and federal accountability requirements; manages parent translation services for general education programs at the district and site levels.

ESSENTIAL JOB FUNCTIONS

- Coordinates interdivision collaborative work towards the development and monitoring of LEAP, LEA program improvement progress updates and Title III Goal 2 Plans;
- Prepares timelines and initiates activities to develop the district's LCAP, in coordination with the county, including all stakeholder meetings, surveys, communications and LCAP Annual Update;
- Collaborates in complying with accountability mandates required under ESSA to ensure targeted students are provided instructional support services aligned to district goals;
- Provide site direction and support on compliance and funding requirements to assist administrators in interpret procedures relative to state and federal accountability requirements so instructional needs of English learners and non-duplicated students are met;
- Plans, organizes, and provides managerial oversight of district professional development activities in the realm of English Learner and Long Term English Learner programs;
- Advises Learning and Teaching support services personnel about programmatic, legal or fiscal ramifications and evaluative information gathered about English Learner, Low Income and Foster Youth under the state's Local Control Funding Formula and federal ESSA;
- Provides oversight and implementation of Title I and Title III requirements and coordinates with the Learning and Teaching Directors, to ensure site administrators are prepared to meet student performance achievement goals;

- Directs and implements the District's Parent Involvement Policy, LCAP development monitoring and ESSA legislation and related parent educational programs and regulatory parent notifications;
- Provides oversight and coordination of the Annual Parent Leadership Conference;
- Prepares and submits for approval grant proposals to public and private funding sources;
- Serves as a chair-person, committee and advisory group member on various California Department of Education Committees, Panels, District and/or County advisory committees; and serves as a liaison to various state committees and focus groups concerning English learner and other non-duplicated student programs;
- Confers with Learning and Teaching, and interdivision District personnel in the resolution of issues related to state and federal compliance, English Learner and other non-duplicated student instructional programs;
- Works with Learning and Teaching Special Education directors to ensure coordinated services are maintained for dual identified English learners with Special Needs
- Prepares a variety of management and program evaluation reports as required;
- Works interdependently with Learning and Teaching personnel in providing resources to maximize student performance;
- Supervises assigned classified and certificated Learning and Teaching staff as appropriate; including administrative staff; and
- Other duties as assigned.

QUALIFICATIONS

Ability to:

- Apply comprehensive, directly related and progressive experience in various state and federal compliance areas;
- Analyze and assess program needs, and offer recommendation pertaining to program activities and revisions;
- Provide specialized resource support and coordination of creative and innovative projects in the English Learner curriculum and instructional delivery systems;
- Analyze and assess program needs, and offer recommendation pertaining to program activities revisions, additions or deletions;
- Implement English Learner curriculum, monitoring assessments and instructional support;
- Serve as a resource to Learning and Teaching, and interdivision District personnel;
- Establish and maintain effective organization, community and public relationships;
- Communicate effectively in oral and written form;
- Understand and carry out oral and written directions with minimal accountability controls; and
- Develop and maintain District level program budgets and fiscal records.

Education, Experience and Credential:

- Equivalent to the completion of an earned master of arts or higher degree from an accredited college or university in educational administration, instructional technology, bilingual education, curriculum development or a closely related field;
- Four years of successful teaching experience and the successful completion of a comprehensive administrative internship training program;
- Minimum four years of cumulative administrative experience at a school, district, or county level;
- Experience in the area of Bilingual Education and/or Categorical Programs;
- Possession of a valid California credential authorizing services as an administrator; and
- Possession of a valid California Teaching Credential.

License Requirements:

Possession of a valid California driver's license and the ability to maintain insurability under the District liability carrier.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk and use hands and fingers to handle or feel objects, tools or controls. The employee is occasionally required to sit and reach with hands and arms. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters with performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

BOARD APPROVED: 3/9/17