

CITY SCHOOL DISTRICT - ROCHESTER, NEW YORK

JOB POSITION DESCRIPTION

Executive Director of Bilingual Education and World Languages

Bracket I	July 1, 2025
Position Title (Twelve Month)	Start Date
Teaching & Learning	Chief Academic Officer
Location	Reports To

PRIMARY PURPOSE:

The Executive Director of Bilingual Education and World Languages serves as an instructional leader and the district’s compliance officer for English Language Learners (ELLs) and World Language programs. Operating under the direction of the Chief Academic Officer within the Division of Teaching and Learning, the Executive Director ensures that students acquiring English and those pursuing biliteracy receive equitable access to rigorous, standards-aligned instruction that accelerates language development, promotes academic achievement, and affirms cultural and linguistic identity. The Executive Director is responsible for advancing policies and practices that guarantee full compliance with CR Part 154, ESSA Title III, Commissioner’s Regulations, and federal civil rights.

The Executive Director provides both strategic and operational leadership to improve outcomes for multilingual learners. The role requires initiative, discretion and independent judgment when advising the Chief Academic Officer on practices that address the diverse educational needs of students. This includes overseeing program development, managing the bilingual/ENL program continuum, coordinating with Human Capital to ensure appropriate certification and staffing, and leading districtwide professional development aligned to CR Part 154 mandates. The Executive Director ensures accurate and timely submission of all required federal and state reports, including the Comprehensive ELL Education Plan (CEEP), Title III documentation, and corrective actions identified by the New York State Education Department.

The Executive Director supports school principals in meeting accountability expectations while ensuring high levels of satisfaction with central office services. This role leads the development and implementation of curriculum, instructional programs, and professional learning responsive to the linguistic and academic needs of multilingual learners. The Executive Director also oversees both local and categorical budgets, including general fund allocations and Title III funds, ensuring that fiscal resources are aligned to instructional priorities such as staffing, curriculum, professional learning, and technology.

In partnerships with families, community organizations, and the Bilingual Education Council, the Executive Director ensures multilingual families are informed, engaged, and supported.

Through comprehensive leadership, the Executive Director ensures the Rochester City School District delivers high-quality, inclusive, and legally compliant educational services that improve outcomes and promote equity for every multilingual learner.

CRITICAL JOB FUNCTIONS:

Instructional Leadership

- Support the district’s instructional vision for English Language Learners (ELLs), Bilingual, and World Language programs to ensure equitable access to rigorous, standards-aligned curriculum and instruction.

- Build consensus among staff, families, and stakeholders to unify a vision for instruction and language development across schools.
- Develop and implement the districtwide ENL/Bilingual program continuum in alignment with CR Part 154 and NYSED guidance.
- Oversee curriculum/assessment planning and implementation for ENL, Bilingual, and World Language programs, including curriculum selection, assessment design, and culturally responsive materials.
- Analyze student achievement data, make recommendations, and develop action plans to inform teacher practice and support academic improvement.
- Collaborate with content area directors to embed language development into all content instruction across K–12.
- Maintain active communication with local, state, and national ELL councils and NYSED to monitor trends, inform course offerings, and share updates with district staff.

Compliance and Policy Implementation

- Serve as the district’s compliance officer for CR Part 154, ESSA Title III, Title VI of the Civil Rights Act, and all federal and state mandates governing services for multilingual learners.
- Coordinate with the Office of Language Assessment and Placement to ensure accurate identification, assessment, placement, and reclassification of ELLs in accordance with state mandates.
- Maintain up-to-date knowledge of NYSED regulations, guidance, and audits to ensure continuous compliance and readiness.
- Ensure the timely and accurate submission of required reports (e.g., CEEP, Title III plans, program evaluations, and corrective action responses).

Professional Learning and Capacity Building

- Participate in professional learning to stay informed about emerging instructional practices and research.
- Collaborate with administrators, teachers and staff to enhance instructional practices and student learning outcomes.
- Collaborate with the Director of Professional Learning to ensure multilingual learner needs are reflected in school-based professional development plans.
- Design and deliver professional development aligned to CR Part 154 and language acquisition research, including job-embedded learning, PLC facilitation, and principal training.
- Support school leaders with instructional coaching, program design, and data-driven planning for multilingual students.

Talent Management

- Collaborate with Human Capital to recruit, hire, place, and retain qualified ENL, bilingual, and World Language staff in accordance with CR Part 154.
- Monitor teacher certification and support the development of Teacher Certification Action Plans as needed.
- Coordinate and deliver onboarding, mentoring, and new teacher orientation for multilingual educators.
- Observe and formally evaluate teachers’ instructional practices at the request of building administrators and/or Executive Cabinet members.

Curriculum and Assessment Oversight

- Lead the development, revision, and implementation of ENL, Bilingual Education and World Language curricula/assessments aligned with NYS Next Generation Standards and Bilingual Progressions.
 - Develop and revise local assessments in collaboration with teachers and content directors.
 - Monitor curriculum implementation across schools and recommend adjustments based on instructional walkthroughs, data analysis, and teacher feedback.
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AREAS OF ACCOUNTABILITY

- Ensure full compliance with CR Part 154 regulations for identification, placement, service delivery, and exit criteria for ELLs.
- Maintain alignment with federal guidelines under ESSA Title III and Title VI of the Civil Rights Act for equitable access and civil rights protections.
- Lead the development, submission, and monitoring of the Comprehensive ELL Education Plan (CEEP) and Title III funding reports.
- Guide instructional planning for multilingual students within school Comprehensive Education Plans (CEPs), ensuring clear goals and benchmarks.
- Evaluate implementation of ENL, Bilingual Education and World Language instruction through site visits, learning walks, and structured school-level reviews.
- Collaborate with the Department of Accountability and administrators to monitor performance data and implement instructional interventions for ELLs and at-risk multilingual learners.
- Manage and monitor the general fund and Title III budgets, ensuring all expenditures align with strategic goals and regulatory requirements.
- Oversee procurement and distribution of instructional resources, assessments, and services needed to support multilingual programming districtwide.
- Procure and coordinate interpretation and translation services as needed to ensure multilingual access for students, families, staff, and community members, in alignment with district policies and legal requirements.
- Serve as the district liaison to the Bilingual Education Council, ensuring alignment with the RCSD Memorandum of Agreement and strong parent partnership.
- Partner with the Office of Parent engagement to increase parent engagement and understanding of ELLs while aligning support services for students.
- Monitor and update the department website.
- Perform other duties as assigned by the Chief Academic Officer.

REQUIRED

- New York State certification as a School District Administrator (SDA) or School District Leader (SDL).
 - Master's degree in education or a related field from an accredited institution.
 - Minimum of 3 years of administrative experience involved with ELL and/or language acquisition instructional outcomes.
 - Minimum of 7 years of successful teaching experience with English Language Learners or in a bilingual setting, with evidence of student achievement.
 - Subject area expertise in English Language Learning and/or World Languages.
 - Deep knowledge of CR Part 154, ESSA Title III, Commissioner's Regulations, and federal civil rights protections for multilingual learners.
 - Experience developing, implementing, and evaluating curriculum and assessments aligned to NYS standards and language development frameworks.
 - Expertise in designing and delivering professional learning aligned to the needs of multilingual learners.
 - Strong analytical skills with the ability to use data to inform decision-making, intervention planning, and instructional improvement.
 - Experience managing local and categorical budgets, including strategic use of Title III and general fund resources.
 - Exceptional oral and written communication skills and demonstrated ability to work collaboratively with diverse stakeholders, including families, educators, and community leaders.
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