

MANAGEMENT JOB DESCRIPTION

**EXECUTIVE DIRECTOR OF LANGUAGE DEVELOPMENT AND
INSTRUCTION SERVICES AND SUPPORT**

JOB SUMMARY:

Under the administrative direction of the Superintendent, provides Districtwide leadership in the planning, designing, implementing, and improving of language and literacy development programs and services for English Learners (ELs), including the Dual Language Immersion program (DLI). Serves as liaison to schools, providing support and brokering services. Works with principals and other District organizations and partnerships. Provides direct support to target schools. Serves as Cabinet member and Superintendent designee.

ESSENTIAL JOB FUNCTIONS:

- Provides coaching, support, and professional development to principals, teachers, and staff.
- Facilitates Districtwide change that will enhance services for ELs; acts as an advocate for ELs.
- Is responsible for compliance of all regulations related to ELs.
- Provides leadership in 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. Involves District staff, including classroom teachers and principals, in planning, formulating objectives, and evaluating curriculum-related materials and programs for specific areas of instruction.
- Monitors implementation of District second language programs, develops appropriate reports for state and federal agencies, and monitors state and federal funding; assists schools with implementation of biliteracy programs, including the DLI program.
- Coordinates Education Services and Support staff to articulate curriculum and to develop and implement cross-disciplinary programs as appropriate, their dissemination and implementation.
- Coordinates professional development for DLI sites and monitors programs.
- Follows approved procedures for directing and supervising curriculum development projects to ensure compliance with established criteria for curriculum materials.
- Actively promotes communication with the community and District staff regarding programs, methods, materials, and equipment.
- Provides leadership in maintaining breadth, continuity, developmental sequence, and articulation in the assigned curriculum areas in the schools.
- Serves as District leader in assisting individual schools with program development, innovation, and adaptations to meet site and student needs.
- Participates in professional activities, conferences, and research to keep abreast of second language and curriculum developments at the state and national levels.
- Provides leadership in evaluating the quality of instructional programs in the assigned second language and curriculum area and reports the results of such evaluation.
- Provides leadership in assessing staff development needs and in planning, developing, and providing inservice education opportunities for teachers such as special classes,

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demonstrations, workshops, orientation, and area meetings; and provides for inservice opportunities for program development teams.

- Provides leadership in developing proposals for District and non-District financial support for special projects in the assigned curriculum areas and administers the expenditure of approved funds.
- Conducts research on programs, materials, and methods in second language and the assigned curriculum areas; approves, guides, and advises school pilot programs.
- Serves as liaison between the District, neighboring districts, San Diego County Office of Education, community groups, organizations, business interests, and others.
- Participates in selection, training, supervision, and performance evaluation of assigned personnel.
- Establishes, maintains, and supports standards of personal conduct and discipline in accordance with the current discipline policy approved by the Board of Education.
- Monitors and evaluates implementation of the District English Learner Master Plan.
- Coordinates District Advisory Council/District English Learner Advisory Committee monthly meetings, serves as partner with parents, and attends site English Learner Advisory Council Committee; and supports schools with the organization of School Site Councils and their responsibilities.
- Coordinates California English Language Development Test language proficiency assessments; performs data analysis of these results; and develops interim monitoring and benchmarks.
- Coordinates the private/nonprivate schools' services and funding; is knowledgeable of federal guidelines; and serves as the liaison with these schools.
- Provides immigrant families/students with services to allow for transitioning into the U.S. educational system.
- Is responsible for ensuring all sites offer instructional programs and related services that will assist ELs to achieve English proficiency and mastery of content standards.
- Coordinates District initiatives in areas of academic and linguistic needs of ELs.
- Is responsible for providing schools with assistance in all areas of the Federal Program Monitoring.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- **Applicable Credentials**
Standard Elementary, Multiple Subject, CLAD, Specialist credentials (e.g. Ryan), Tier I Administrative Credential.
- **Training and Experience**
Advanced degree in appropriate field (M.S. or Ed.D.). Five years of progressively responsible experience in education administration including serving as site principal. Experience in managing state programs and/or grants preferred. Evidence of highly successful teaching experience.

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Management Salary Schedule: Range

BOARD APPROVED: 05/31/05

REVISION DATES: 07/24/07

06/15/10

07/13/16