

## Job Description

Executive Director of Multilingual Programs - (50029613)

### Description

Title: Executive Director, Multilingual Curriculum and Programs  
Department: Curriculum and Instruction  
Reports To: Deputy Chief, Diverse Learners  
Salary Range: \$107,655 - \$140,227

For forward-thinking administrators and educators, opportunities abound in the School District of Philadelphia. The School District of Philadelphia is committed to transforming the education opportunities it offers the city's 200,000 school-aged children. The District seeks leaders who have a passion for working with schools, principals and communities who are committed to ensuring all students achieve. Serving a population as diverse as ours requires creativity, commitment and vision. Will you join us?

### Job Summary

The Executive Director of Multilingual Programs is responsible for overseeing all aspects of instruction and compliance for English Language Learners (ELL) and Dual Language Learners (DLL) and is responsible for coordinating and monitoring projects conducted in partnership with School District and Community Partners. Oversees the work of the Director, Multilingual Programs who is responsible for administration of Title III Compliance, and other issues related to legal and statute compliance. Works in collaboration with other school, network, and central-based staff to support the academic acceleration of English language learners (ELL) across the District. This will be accomplished through:

- 1) ensuring proper policies and practices are employed in each school in compliance with state and federal regulations,
- 2) raising awareness and implementing systemwide professional development for all District personnel in meeting the needs of ELLs and DLLs,
- 3) ensuring consistency of practice and aligning ESOL and bilingual instruction to research-based methodologies that result in full access of ELLs to the District's core curriculum and all educational opportunities,
- 4) ensuring parental and community engagement in the educational access and attainment of ELLs.

The Executive Director of Multilingual Programs supervises all aspects of ELL instruction, including the following: policy and compliance of ELLs, ESOL Instructional Programs, Bilingual Instructional Programs, Title III programs, and parent and community engagement for ELL instructional programs. Collaborates with school, network and centrally-based staff to support the academic acceleration of ELLs across the District.

## Essential Functions

- Directs the operational functions of the Multilingual Department by: supporting and monitoring subordinate employees in the implementation and management of ELL compliance, instructional programs and professional development.
- Directs the implementation of procedures for identification, assessment, and placement of ELLs to appropriate programs; analyzes current language programs and practices and makes recommendations to further enhance the curriculum program.
- Collaborates with all internal District departments to ensure that the public remains informed on all District ELL programs and activities.
- Collaborates with the Office of Accountability to analyze ELL and DLL data to inform District-wide instructional strategies, data collection strategies and reporting activities for multilingual programs and initiatives; evaluates programmatic activities and measures results against defined objectives.
- Leads and directs the development and implementation of a comprehensive staff development program for the instruction of ELLs; ensures that staff development workshops are effective in meeting assessed needs and achieving departmental and District objectives.
- Collaborates with other District staff and community members to further develop native language programs such as dual language, heritage language, and transitional bilingual that are aligned to research-based strategies that result in the academic acceleration of all students, and ensures that linguistic and cultural needs of ELL students and families are accounted for.
- Reviews and administers District policies and procedures designed to maximize the delivery of ELL services and initiatives to all schools for instruction which effectively impact student achievement and promotes family engagement.
- Fosters and maintains cooperative working relationships with District administrators, government officials and community organizations.
- Manages the budget, contracts, federal grants and compliance and school allocation for ESOL programs, bilingual programs, and other areas of ELL instructional support.
- Ensures District compliance with court orders, such as the YS stipulation, LeGare and federal and state mandates.

## Qualifications

### Minimum Requirements

- Master's degree from an accredited college or university in ESOL/ESL or bilingual education.
- Six years full-time, paid, professional experience in the field of multilingual education, five of which have been in an administrative or supervisory capacity and included responsibility for English language acquisition and dual language programming.

### Certificates/Licenses

Possession of a valid Commonwealth of Pennsylvania certificate for ESL Program Specialist and Principal K-12 or Supervisor, Foreign Language certificate.

### Knowledge, Skills and Abilities Demonstrated knowledge of:

- second language acquisition, literacy development, and various models of research-based instructional programs and strategies that result in the educational attainment for ELLs.

- federal and state regulations governing ELL compliance and programs.
  - national and state standards for ELLs in ESOL and bilingual programs.
  - periodic assessments, on-going informal assessments and strategies to support ELLs based on the results.
  - current research regarding communities of learners, instructional, differentiated instruction, mentoring, coaching and emergent technologies.
  - cultural and linguistic diversity, challenges faced by immigrant and ELL families.
  - successful strategies in addressing the achievement gap of ELLs.
  - instructional practices for making content comprehensible for ELLs.
- Demonstrated ability to:
    - create, implement, and evaluate K-12 instructional programs that result in the academic proficiency of ELLs in an urban setting.
    - efficiently and effectively analyze data to develop school-wide and District-wide ELL instructional plans.
    - collaborate with District staff, school administrators, teachers, parents, students and community members to develop and sustain ELL initiatives.
    - effectively conduct professional development for ESOL and bilingual teachers, principals, and other District administrators in ELL instructional strategies and cultural competence.
    - write develop, implement, and monitor grants related to ELL programs.
    - supervise staff and set performance goals.
    - oversee, support, direct and coordinate staff members to meet programmatic goals and objectives.
    - communicate effectively, both orally and in writing.
    - establish and maintain effective working relationships.
    - analyze and make staffing, budgetary, and programmatic modifications if necessary.
    - evaluate and coach staff to ensure effectiveness.

#### Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Primary Location: Multilingual Programs (9470)

Job: Central Office

Organization: The School District of Philadelphia

Regular

Employee Status: Director

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Union Affiliation: Not represented by a union

Overtime Status: Exempt

Unposting Date: May 31, 2026, 11:59:00 PM