Adams12 Five Star Schools

Job Description
Prepared/Revised: **July 2026**

Job Title:	**Director, Culturally and Linguistically Diverse Education**	Job Code:	**5007**
Job Family:	**Certified**	FLSA Status:	**Ex- A**
Pay Program:	**Administrative**	Pay Range:	**L19**
Typical Work Year:	**12 months**		

SUMMARY: Serve as part of the Learning Services team whose primary responsibilities are to support schools; lead a comprehensive vision for teaching and learning districtwide and model the way regarding best practices. Responsible for providing vision, management, and leadership for the District's English Language Development (ELD) programs. Includes field work with principals and teachers to support the implementation of effective practices for Multilingual Learners (ML) and cross-functional collaboration across Learning Services departments to ensure broad understanding and ownership of effective practice for ML students. Responsible for interpreting and administering all local, state and federal statutes, rules, policies, and administrative directions pertaining to Culturally and Linguistically Diverse Education (CLDE) programs and managing budget across multiple funding sources.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Lead the development and implementation of student-focused curriculum and instructional priorities in Culturally and Linguistically Diverse Education. Lead district teams focused on elementary and secondary ELD instructional practices and programs designed to increase student achievement and ensure compliance with district policies and state requirements. Monitor the effectiveness of programming for MLs and provide guidance to the chief academic officer, superintendent, and senior staff on necessary programmatic changes and expectations to ensure increased student achievement for special education students. Interpret and communicate federal and state law, district policy, or procedure related to instruction, curriculum, use of educational materials, and required school procedures and reports.	D	30%
2. Supervise and lead a team of instructional coordinators and translation services to support effective implementation of programming for MLs and their families.	D	20%
3. Lead the development and implementation of numerous CLDE professional learning hours for all core content teachers districtwide. Lead the development and implementation for district ELD teachers. Partner with the professional development director to ensure instructional coaches and designated administrators are effectively trained and provide effective coaching support for teachers on instructional best practices ELD and sheltering, curriculum changes, resource alignment, and data analysis.	M	10%
4. Build relationships with and tactical knowledge of school-based needs for MLs and strategically use those relationships and knowledge in support of schools, principals, teachers, and students.	D	10%
5. Support other departments with ML programming, including but not limited to facilities, communications, summer programming, finance, legal, admissions, IT, and the board of education.	M	5%
6. Support learning services team, charter schools, and school-based teams in use of data to drive school programming decisions in support of MLs, including curriculum supports and development in the content areas.	M	5%
7. Collaborate across multiple service teams including learning services, advanced academics and gifted services, special education services, curriculum and instruction, professional learning, SEI, and executive directors of schools to ensure consistent understanding and support for schools in regard to ML programming.	M	5%

8. Manage state reporting and compliance for English learners, through the use of district information technology systems, including preparation and submission of all reports for federal, state and district monitoring, in regard to special populations.	M	5%
9. Lead and manage multiple budgets such that they align and support programming models for special populations and district, state and federal policy for funding special populations.	M	6%
10. Liaison with CDE and state agencies as the district representative for MLs.	M	2%
11. Perform other duties as assigned.	Ongoing	2%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree in education related field required. Language acquisition/instruction or English as a Second Language degree preferred.
- Minimum of (5) five years of experience in the field of public education, with teaching and leadership experience in serving multilingual learners.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Colorado educator license required. Endorsement in culturally and linguistically diverse preferred.
- Valid Colorado driver's license.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to travel among district facility locations.
- Advanced skills in oral and written communication, interpersonal relations, management and problem solving.
- Advanced knowledge of language acquisition and the teaching of limited-English students, curriculum and staff development strategies.
- Intermediate knowledge of computers, math and budgeting.
- Proven ability with success in increasing student achievement for ELL students.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Executive Director of Curriculum and Instruction	100223

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	CLDE Coordinator	5-8	100309
	Translation Services Manager	1	1221
	Administrative Assistant	1	070716
	Data Technician	1-2	1330

- Supervisory responsibilities include hiring, supporting, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Sole responsibility for administering, monitoring and coordinating the budget.
- Sole responsibility for initiating a requisition.
- Participate and recommends developing a budget.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Stand			X	
Walk		X		
Sit			X	
Use hands and fingers to handle and/or feel			X	
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste		X		
Smell		X		

WEIGHT and FORCE DEMANDS:	**Amount of Time**

	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds				
50 to 100 pounds				
More than 100 pounds				

MENTAL FUNCTIONS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize	X			
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	**Required**
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X

Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	**Exposure Level**
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	