



RIALTO UNIFIED SCHOOL DISTRICT CERTIFICATED MANAGEMENT

SENIOR DIRECTOR, MULTILINGUAL PROGRAMS AND ENGLISH LANGUAGE ARTS

DEFINITION

Under the direction of the Associate Superintendent, Education Services or designee, the Senior Director plans, organizes, manages, and directs the District's comprehensive English Language Arts (ELA) and Multilingual programs. This leadership role ensures the seamless integration of interdisciplinary literacy, ELA curriculum, and support services for English Learners (EL) to close achievement gaps and maximize student performance outcomes across all grade levels. The Senior Director monitors funding, ensures state and federal compliance, and supervises and evaluates the performance of assigned management and support staff.

ESSENTIAL DUTIES

- **Strategic Literacy Leadership:** Spearheads the District's instructional programs in English Language Arts, including curriculum development, professional development, and assessment frameworks.
 - **English Learner Master Plan:** Develops, implements, and monitors the English Learner (EL) Master Plan and the District's Dual Language Immersion (DLI) programs.
 - **Interdisciplinary Literacy:** Coordinates purposeful programs relating to interdisciplinary literacy, supporting principals in creating effective site-based literacy plans and interventions.
 - **Compliance and Accountability:** Serves as the primary authority for ELPAC administration, reclassification criteria, and Williams' compliance district-wide.
 - **Instructional Resource Management:** Coordinates the selection, adoption, and distribution of state-aligned instructional materials for TK-12 ELA, DLI and Multilingual programs, maximizing human and fiscal resources.
 - **Professional Growth:** Plans and facilitates district-wide professional development for certificated and classified staff focused on ELA standards, ELD strategies, DLI strategies, and research-based instructional practices.
 - **Data-Driven Decision Making:** Analyzes student achievement data (including CAASPP, diagnostic and benchmark, and ELPI) to monitor program effectiveness and ensure implementation of equitable practices.
 - **Language Assistance Center (LAC):** Supervises the LAC and translation services.
 - **Site Support:** Assists schools with the procedures and requirements for ELA, DLI, and Multilingual programs and the development of site plans and preparation for program reviews.
 - **Service Area Goals:** Develops baseline data and establishes goals for ELA, DLI and Multilingual programs.
 - **Stakeholder Engagement:** Conducts District English Learner Advisory Committee (DELAC) meetings and collaborates with site administrators to ensure program continuity and community involvement.
 - **Policy and Reporting:** Prepares clear and concise State and Federal reports (e.g., Title III, LCAP) and assists in the formulation of Board policies related to assigned service areas.
- Fiscal Oversight:** Monitors all District and school site budgets related to Multilingual and ELA programs, ensuring fiscally responsible instructional practices.

QUALIFICATIONS

Knowledge of: Research-based effective instructional strategies for students and adult learners; curriculum alignment and authentic assessment; State content frameworks and current trends in ELA/ELD; administrative training principles; and applicable federal and state laws/regulations.

Ability to: Provide high-level leadership and accountability for administrative and instructional functions; communicate effectively with diverse audiences including the Board of Education, parents, and staff; interpret and apply complex rules and regulations; and supervise and evaluate management-level personnel.

EXPERIENCE AND EDUCATION

EXPERIENCE:

- Five (5) years of administrative experience with a minimum of three (3) years experience as a Principal.
- Five (5) years successful teaching experience and have a proven ability to perform at a high level of competence in positions of leadership and responsibility.

EDUCATION:

Required:

- Possession of a Master's Degree or higher from an accredited university.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Valid California K-12 Administrative Credential.
- Valid California Teaching Credential
- English Learner (EL) Authorization or equivalent
- Fingerprints on file as required by State Law.
- TB Skin Test as required by State Law.
- Must possess a valid California driver's license.
- Bilingual in Spanish preferred

PHYSICAL DEMANDS

Physical class:

Moderate Work - lifting - 50 pounds maximum with occasional lifting and/or carrying objects weighing up to 25 pounds.

Work area requirements:

Ability to traverse any part of 40 acres, including construction site, campuses, fields, and concrete/asphalt areas; ability to use common school hand tools, computer, telephone and photocopy machine. Possession of a valid California driver's license and a private vehicle.

Physical requirements:

The time requirements are listed considering this wording and meaning:

Occasionally/low - up to 3 hours
Frequently/Medium - 3 to 6 hours
Constantly/High - 6 to 8 hours

Stooping:	Low	Carrying:	Occasionally
Bending:	Frequently	Standing:	Occasionally
Lifting:	Occasionally	Kneeling:	Low
Reaching:	Occasionally	Sitting:	Occasionally
Handling:	Constantly	Push/Pull:	Occasionally
Grasping:	Occasionally	Walking:	Constantly
Fingering:	Occasionally	*Driving:	Occasionally
Keyboarding:	Medium - must be literate		

****Verification of the possession of a valid California Motor Vehicle Operator's License, a DMV printout and insurability by the District's liability insurance carrier is required.***

Frequent motion:

Twisting:	Low
Wrist flexion:	Frequently
Elbow flexion/extension:	Frequently
Reaching to shoulder level:	Occasionally
Forward shoulder/neck flexion:	Occasionally - 3 hours per day
Reaching to above shoulder level:	Occasionally
Reaching below shoulder level:	Frequently

Sensory requirements:

Ability to see:	Constantly
Ability to hear:	Constantly

Ability to talk:	Constantly
Ability to smell:	Constantly
Ability to touch:	Constantly

Must be able to deal with these environmental considerations:

Heat:	Has own controls
Odor:	Yes
Noise:	Yes
Humidity:	Occasional
Moisture:	Occasional
Fluorescent lights:	Yes
Floor may be slippery at times:	Tiled areas
Working in close quarters with others:	Yes, all the time
Working inside:	95% of the day
Working outside:	5% of the day

This job requires:

Alertness:	Constantly
Attention to detail:	Constantly
The use of two hands:	Constantly
Recall of names and dates:	Constantly
Ability to work in temperatures down to 30 degrees and up to 105 degrees.	

Ability to deal with psychological factors:

Team work:	Constantly
Frustration:	Moderate - depends on the time of year
Repetitive tasks:	Yes, signature
Level of responsibility:	High
Must keep up with schedule:	High
Able to work extended hours as needed:	High
Dealing with upset employees, parents, community members:	Moderate

Physiologic factors:

Must maintain a high level of consciousness:	Yes
Orientation to time, place or person:	Yes
Ability to read at 12 th grade level:	Yes
Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes

Date: 05/2026