

BEAUFORT COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: MULTI-LINGUAL PROGRAM LEADER

GENERAL STATEMENT OF JOB

Under general supervision, performs duties as necessary to coordinate the district's multi-language learner's program. This includes tutoring, monitoring student attendance, and working closely with families. Work involves planning, training, and tracking student progress. Work requires the use of spreadsheets, curriculum materials and test information. Work involves preparing and presenting programs for parents; planning and implementing parent outreach efforts; developing and maintaining resources for parents; assisting schools and school staffs to plan and carry-out parent outreach efforts; and providing parenting and referral information for parents. Reports to Chief Academic Officer.

ESSENTIAL JOB FUNCTIONS

Coordinates the Multi-Language program, which includes recruiting and interviewing teacher applicants, managing the expansion of the program, consulting with ML teachers and principals regarding program issues and individual students, developing policies and procedures for the program, working with community organizations, and managing grants.

Plans, develops, and implements a comprehensive student ML special services program which assesses needs of students, establishes objectives and priorities, delegates responsibilities to staff, develops strategies to achieve objectives and evaluates programs.

Provides direction, consultation and supervision to ESL supervisors and teachers; consults with centrally based staff and school-based staff on individual cases and on interpretation of federal, state and local policies and procedures.

Develops and implements standards, policies and procedures related to student special services; develops short and long range goals for the division; monitors the progress of various services; makes recommendations for changes.

Works in conjunction with the State Department of Public Instruction and various other agencies to meet the needs of students; prepares and monitors contracts with individuals and agencies for special services not available through the school system; ensures compliance of programs with federal, state and local regulations.

Coordinates with local agencies, parents and school personnel to resolve problems and secure needed resources and services.

Responds to calls and correspondence regarding programs and services offered.

Prepares or assists in the preparation of budgets for the programs; coordinates with other departments or agencies to ensure maximum services; monitors expenditures of approved budget.

Develops and implements training for staff.

Provides assistance in linking programs and services with the school for the purpose of improving school attendance, student performance, and positive youth development.

Monitors education, health, and human services received by assigned students and their families, to ensure that they are delivered in a personal, accountable and coordinated manner.

Coordinates and facilitates programs, services, special classes and extracurricular activities for students and their families.

Prepares and presents programs to educate parents about resources that are available to them to support their children's school success.

Builds rapport and friendship with assigned students, and assists and advises in matters pertaining to class work, homework, attendance, social interaction, etc., as appropriate; builds rapport with students' parents or guardians to encourage trust and to graduate high school.

Establishes parent contacts, parent meetings, and information sessions to encourage parental support of their students

Develops and maintains resources for parents and provides parenting and referral information.

Collaborates with social workers, counselors and teachers to organize parent workshops, community teambuilding events, and information sessions in the community, and at the school.

Provides information to parents pertaining to the school's procedures and instructional programs as well as resources available to them throughout the school system and community

Surveys parents to obtain an understanding of their needs and utilizes survey data in determining specific resources to make available to parents.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required including the improvements to program as related suspension alternatives.

MINIMUM TRAINING AND EXPERIENCE

Batchelor's degree in education and demonstrated ability to speak, understand, read and write fluently in both English and second language; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of federal, state and local regulations regarding ML services.

Considerable knowledge of the County and School Board policies, procedures and standards regarding education.

Considerable knowledge of the organization and communication channels of the school system.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Considerable knowledge of the current literature, trends, methods and developments in the area of ML.

Considerable knowledge of the principles of supervision, organization and administration.

General knowledge of the North Carolina English Language Development-Standard Course of Study.

Ability to accurately interpret state and federal regulations and school policies.

Ability to develop long range plans.

Ability to develop meaningful annual budgets.

Ability to effectively express ideas orally and in writing.

Ability to make oral presentations before large groups of people.

Ability to exercise considerable tact and courtesy in frequent contact with the public.

Ability to collaborate effectively with public and private agencies in the community.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Knowledge of parent involvement strategies in order to engage parents in support of student interventions.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.