Columbia Public Schools

Excellence in Education for *All* Students

Job Description

POSITION PROPERTIES

Position Title: Director of English Learners (EL) and Migrant Education
Schedule / Grade: Salaried Support / 8
Job Code: 01DIRCT220
FLSA: Exempt
Calendar: ADSUP-S
Benefits: Eligible (Retirees not Eligible)
Contract Type: ADMIN
Bargaining Unit: None
Revised Date: 09/24/2026

PURPOSE

The Director of English Learners (EL) and Migrant Education provides district-wide leadership, vision, and direction to ensure equity and language acquisition for all multilingual students in the district. The EL Director leads programming across the CPS EL department, which focuses on compliance with federal and state laws, state assessments of EL students, district and federal budgets, staffing in the EL department, professional development related to EL students and their families, EL instructional and curricular materials, and interpreting and translation needs of parents and guardians.

ESSENTIAL RESPONSIBILITIES AND DUTIES

The Director of English Learners and Migrant Education leads and oversees all elements of the EL program.

- Manages EL department budgets, including district funds and Title III, immigrant, refugee, and other federal grant funding, and ensures compliance with applicable state and federal requirements and audits.
- Maintains compliance with district initiatives and guidelines, as well as state and federal laws, policies, and practices regarding assessment, placement, and education of EL students, family support, and professional development of district staff.
- Develops and implements district plans and goals for the EL program, including but not limited to the LAU Plan, Language Assistance Plan, Migrant Education Plan, and Title III Plan.

- Ensures the EL program follows district initiatives and guidelines, as well as state and federal laws, policies, and practices related to family support, staff professional development, and EL student assessment, placement, and education.
- Manages EL department staffing needs and works collaboratively with district administrators to address staffing allocations (FTE) and the onboarding of new EL teachers and staff.
- Supervises EL department staff in carrying out their responsibilities to ensure high-quality program delivery and alignment with district goals and state and federal requirements.
- Directs the administration of annual English Language Proficiency (ELP) assessments, initial student screenings, and coordinates EL supports for district and state testing.
- Maintains EL student records and reporting data and uses this information to guide program decisions, student placement, reclassification from EL status, academic interventions, and other services that support EL students across the district.
- Oversees the analysis and reporting of program data to evaluate the effectiveness of the EL program and make recommendations for programming and staffing based on student needs.
- Guides instruction and curriculum development within the EL department, ensuring alignment with district curricular frameworks and collaboration with other curriculum departments. Ensures EL teachers and staff have the resources needed to support English language development and student achievement of state standards and academic goals, in accordance with Board of Education requirements for curriculum and resource adoption and purchasing.
- Directs instructional support through the EL department's professional development and mentoring plans, ensuring district teachers and staff have the training and resources needed to support EL students and their families and implement curricular resources effectively.
- Builds and maintains family and community partnerships through parent and guardian meetings, regular communication, and collaboration with community organizations that support EL students and families.
- Provides leadership and direction for interpretation and translation services for the EL program, including interpreter training and communication, arranging interpretation services as needed, and obtaining or developing translated documents for district staff and families.
- Collaborates with district administrators, building principals, teachers, special education staff, counselors, and other departments, as well as parents, interpreters, community members, and community organizations.

Perform other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on policies, regulations and values, visit http://www.cpsk12.org.

REPORTING RELATIONSHIPS

Reports To: Executive Director of Curriculum and Instruction

Supervises: EL department teachers and staff

QUALIFICATIONS

Minimum: Master's degree in education or field related to the education of English Learners. Valid Missouri teaching certificate in appropriate area. Valid Missouri ESOL endorsement.

Preferred: Teaching English to Speakers of Other Languages (TESOL) experience in the public schools, at either the elementary or secondary level. Bilingual preferred.

Ideal: Experience working with students who are English Learners and their families. Familiarity with standardized tests, the ability to analyze data and experience with special education will be considered assets. Knowledgeable in SIOP and/or other best practices for EL learning. A strong working knowledge of Schoology and Infinite Campus will be considered an asset.

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Have strong written and verbal communication skills; Write clear and complete lesson plans; Be able to read and interpret educational and technical journal articles and Board policies; Be able to receive inquiries and complaints and respond appropriately; Be able to make effective presentations to the Board, staff and community.

Computation: Be able to do basic mathematic calculations and apply concepts such as fractions, percentages, ratios and proportions to practical situations

Reasoning: Be able to define problems; collect data, verify facts, make valid conclusions and deal with abstract concepts; Apply knowledge of current educational theory and instructional techniques.

Technology: Be able to use computers and technology, including Smart Boards, to support and deliver fine arts curriculum. Other skills and abilities: Establish and maintain effective relationships with teachers, administrators, students, and parents; Perform multiple tasks simultaneously.

Physical Demands: Regularly required to move about, hear and speak; Must be able to travel between district facilities; Must be able to complete a moderate amount of travel for conferences and trainings.

Sensory Requirements: The position requires normal visual acuity and field of vision, hearing and speaking.

Attendance: Consistent and regular attendance is an essential function of this position; Requires frequent evening and/or weekend work related to the rehearsal and presentation of fine arts performances and events.

Conditions and Environment: The work environment is consistent with a typical office environment; however, the person holding this position will frequently visit fine arts classrooms and facilities within District schools, which may be noisy.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer