



RIALTO UNIFIED SCHOOL DISTRICT

DIRECTOR, ENGLISH LEARNER PROGRAMS Management Job Description

DEFINITION

Under the direction of the Associate Superintendent, Education Services, plans, organizes, manages and directs the District's English Learner Program; monitors funding and services offered by the District and assures compliance; supervises and evaluates the performance of assigned staff.

ESSENTIAL DUTIES

- Develops and implements the English Learner (EL) Master Plan.
- Coordinates and monitors the development, implementation and evaluation of the District's program for students who are English Learners.
- Monitors all District and school site EL budgets.
- Supervises the Language Assistance Center (LAC) and translation services.
- Assists schools with the procedures and requirements for EL programs; i.e., regulations, guidelines and compliance.
- Coordinates the annual administration of the California English Language Development Test (CELDT).
- Assists principals with the development of site plans and preparation for program reviews.
- Provides articulation between categorical, EL, Special Education and regular education programs.
- Conducts District English Learner Advisory Committee (DELAC) meetings.
- Assists with coordination of purchases and development of appropriate materials for use in EL programs K-12 to align with the State Standards.
- Develops baseline data and establishes goals for EL programs.
- Coordinates and provides professional development for certificated and classified staff.
- Prepares clear and concise State and Federal reports and mandates for sites and District; i.e., budgets, FPM, and Title III.
- Coordinates, implements, and evaluates EL programs, pupil placement, achievement, and reclassification criteria and monitoring.
- Facilitates development of curriculum, staff development, assessments and pacing guides for English Learners.
- Provides leadership, oversight and guidance to teachers on assignment, EL Instructional Strategists(K-8), and Language Development Strategists(Gr. 9-12).
- Works with Directors of Elementary and Secondary Education and Special Education Coordinators to ensure program implementation and continuity.

QUALIFICATIONS

Knowledge of: Administrative training and staff development principles and techniques; curriculum alignment, authentic assessment, learning theory and effective instructional practice.

Ability to: Establish and maintain effective professional working relations with staff, District personnel and other agencies; make presentations to various audiences and facilitate organizational development; supervise and evaluate the performance of assigned staff; interpret, apply and explain rules, regulations, policies and procedures; attend and support District and school site events.

EXPERIENCE AND EDUCATION

Experience: Five (5) years successful teaching experience and five (5) years administrative experience.

Education: Master's degree from an accredited university; valid California Teaching Credential; valid California Administrative Credential K-12; EL authorization.

PHYSICAL DEMANDS

Physical class:

Moderate 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.

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

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|--------------|---------------------------|------------|--------------|
| Stooping: | Low | Carrying: | Occasionally |
| Bending: | Frequently | Standing: | Occasionally |
| Lifting: | Occasionally | Kneeling: | Low |
| Reaching: | Occasionally | Sitting: | Occasionally |
| Handling: | Constantly | *Driving: | Occasionally |
| Grasping: | Occasionally | Walking: | Constantly |
| Fingering: | Occasionally | Push/Pull: | 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:

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| 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:

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| 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:

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| 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:

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| 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:

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| 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:

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| 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 |

rlw: 10/2013

**AN EQUAL OPPORTUNITY EMPLOYER
RIALTO UNIFIED SCHOOL DISTRICT IS A "DRUG and TOBACCO-FREE WORKPLACE"**