

Killeen Independent School District Job Description

Job Title: Director for Multilingual Services
Reports To: Assistant Superintendent for Elementary Learning Services
Pay Grade: AP7

SUMMARY

Provides leadership for the district's Dual Language, Bilingual, ESL, Title I-Part C (Migrant), Title III (Immigrant), and Languages Other Than English (LOTE) programs. In addition, ensures that the district meets the education needs of Emergent Bilinguals and all students learning a second language.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Directs the design, development, and implementation of district-wide Dual Language, Bilingual, English as a Second Language (ESL), and LOTE programs, projects and activities, including federal and state initiatives related to Emergent Bilinguals (EBs).

Utilizes content area and specialization skills to provide instructional leadership in Dual Language curriculum planning, and instructional implementation.

Collects, analyzes, shares, and provides leadership for the appropriate use of data to establish rigorous, concrete goals in the context of Emergent Bilingual student achievement and instructional programs through a collaborative, inquiry-based approach resulting in the design and implementation of data-driven plans which capitalize on strengths and mitigates challenges.

Provides professional development that improves the knowledge, skills, and research-based instructional practices of Dual Language, Bilingual, ESL, LOTE teachers, paraprofessionals, and principals, to include securing consultants, specialists, and other resources as needed.

Develops and implements initiatives to promote the recruitment and retention of highly qualified Dual Language, Bilingual, ESL, and LOTE teachers, including programs that provide Bilingual, ESL, and LOTE certification opportunities.

Aligns and implements the educational programs, plans of action, and resources within the district's vision and goals for Emergent Bilinguals and LOTE students. This will be accomplished by effectively and efficiently: Organizing and sustaining resources; and implementing processes and systems to support teaching, learning, and organizational effectiveness

Provides leadership for district and departmental initiatives, including change efforts, by defining systemic implications for Emergent Bilinguals and supporting the development of comprehensive plans for achieving goals.

Provides leadership, professional development, and motivation in the use of educational technology to meet the needs of Emergent Bilingual students in a variety of administrative and educational settings.

Monitors and evaluates the effectiveness of curriculum, instruction and assessment pertaining to Emergent Bilinguals and LOTE students.

Ensures that schools are in compliance with federal, state and local requirements outlines in statute, education code, administrative code and policy for Dual Language, Bilingual, and ESL programs.

Interprets and implements school district policies and procedures for the schools related to the implementation of ESL programs.

Prepares federal/state/local reports accurately and timely and makes local recommendations relative to ESL programs as requested.

Supervises the development of guidance documents associated with the implementation of ESL programs, such as program implementation manuals, Response to Intervention for Emergent Bilinguals, procedural guidelines, Language Proficiency Assessment Committee operations framework.

Leads development, preparation, and administration of the budget for supplies and equipment and ensure that the program is cost effective and funds are managed wisely.

Manages fiscal and physical resources responsibly, efficiently and effectively by using data to inform budget decisions and to equitably and adequately allocate district resources to support district goals and student learning needs.

Organizes and sustains resources, and implements processes and systems to support teaching, learning and organizational effectiveness consistent with the district's vision and goals for Emergent Bilinguals.

Oversees the selection and purchase of supplemental equipment and supplies for the program.

Conferences with assigned staff to discuss performance and to jointly develop improvement objectives for professional growth opportunities.

Ensures staff members participate in professional development that directly enhances their performance and improves student learning among Emergent Bilinguals.

Promotes and supports structures for family and community involvement across the district.

Collaboratively establishes a culture that welcomes and honors families and community and seeks ways to engage them in student learning.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises employees in the Bilingual/ESL Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; rewarding and disciplining employees; addressing complaints and resolving problems and evaluation of job performance to ensure effectiveness.

QUALIFICATIONS

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.

EDUCATION and/or EXPERIENCE

Master's degree; five years teaching experience, plus three years campus level administrator experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Principal Certificate required.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents in English and Spanish. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community in English and Spanish. Ability to write speeches and articles for publication that conform to prescribed style and format in English and Spanish. Ability to effectively present information to top management, public groups, and/or boards of directors in English and Spanish.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability, statistical inference, and advanced statistical theory. Ability to apply concepts such as fractions, percentages, ratios, and proportions.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES

Ability to use a personal computer and related software packages.

MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Frequent districtwide travel; occasional statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

Created Date: October 1, 2022

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.