



DIRECTOR - CATEGORICAL PROGRAMS AND LANGUAGE ACQUISITION

DIRECTLY RESPONSIBLE TO

Assistant Superintendent, Educational Services

PRIMARY FUNCTION

The Director of Categorical Programs and Language Acquisition will oversee categorical programs and direct the English Learner, Bilingual and Multi-lingual programs. The Director also serves as an integral team member in the development and implementation of curricular programs and improvement strategies across all schools. The Director of Categorical Programs and Language Acquisition will assist the Assistant Superintendent, Educational Services to provide instructional leadership and support related to instruction, intervention, and data analysis with particular attention to the needs of English Learners and re-designated students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Direct implementation, compliance and review/monitoring of all state and federal categorical programs. Conduct an annual assessment of the assigned programs and incorporate findings when developing goals and objectives.
- Direct instructional programs for English Learners, Bilingual and Multi-lingual students to ensure they are administered within the policies and regulations of the District and services conform to program guidelines.
- Work with assigned Coordinator to organize, interpret and present local and state assessment results.
- Assess schools identified for program improvement and/or scoring below state target levels and coordinate district and state support for the identified school(s).
- Provide direction to principals in the development and implementation of the Single Site Plan for Student Achievement in accordance with the Local Control Accountability Plan and the Master Plan for English Learners.
- Provide direction in the development and implementation of instructional programs and intervention plans for English Learners, Bilingual and Multi-lingual programs.
- Assist in the review and selection of textbooks and instructional materials to address the needs of low-income, English Learner/Bilingual Program, Multi-lingual, Special Education, and other significant student subgroups are addressed.
- Provide direction in the planning and implementation of professional development in curricular areas, data analysis, and effective instructional strategies to address the needs of low-income, English Learner/Bilingual Program, Multi-lingual, Special Education and other significant student subgroups.
- Chair district-level advisory committees (District Advisory Committee and District English Learner Committee) and task forces as assigned.
- Coordinate district-level parent education and involvement activities including the Community Based English Tutoring (CBET) Program.
- Assist with development and presentation of information and reports to the Governing Board and committees as assigned.
- Attend related District and County meetings as assigned
- Perform other tasks required of the program and/or other tasks as assigned

IMMEDIATE SUBORDINATES

Classified and certificated staff as assigned

JOB REQUIREMENTS

- California Teaching Credential, CLAD, BCLAD or equivalent
- California Administrative Credential
- A minimum of 5 years successful teaching experience *and* a minimum of 5 years successful district-level and/or site administration experience which includes experience as a site principal
- Demonstrated strong interpersonal skills with administrators, teachers, parents, classified staff, and community members
- Strategic thinker with excellent oral and written communication skills
- Demonstrated ability to manage time effectively
- Knowledge and understanding of the State Standards
- Knowledge of effective instructional practice, and Professional Learning Communities (PLC)
- Knowledge of how technology supports teaching staff and students in their teaching/learning tasks.
- Bilingual preferred

WORKING CONDITIONS

ENVIRONMENT:

- Indoor, office setting
- Driving a vehicle to conduct work
- Subject to attending evening meetings

PHYSICAL ABILITIES:

- Dexterity of hands and fingers to operate a computer keyboard
- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information and make presentations
- Seeing to read and write reports
- Bending at the waist, kneeling or crouching to file materials
- Reaching overhead, above the shoulders and horizontally
- Regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds
- Operate vehicle to travel independently on short notice to other district or community locations

SALARY

In accordance with the Certificated Administrators' Salary Schedule