

COMPTON UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES AND EMPLOYEE DEVELOPMENT

POSITION DESCRIPTION

Title:	Director English Language Services K-12	Reports To:	Assistant Superintendent -
Department:	Instructional Services	Classification:	Management
Work Year	Twelve (12) months	Salary:	Schedule P, Range 12

I. DESCRIPTION OF POSITION

Under the direction of the Assistant Superintendent for Instructional Services, the Director of English Language Services provides district-wide leadership to plan, organize, manage and administer the English Language Learners education programs; to plan, organize and direct research and development processes for the English Language Learners education instructional and training processes; to participate and provide leadership in the district master planning activities; to plan, organize and coordinate the English Language Learners staff development and instructional training programs; and to serve as a resource to district and site personnel pertaining to innovative and creative career and vocational training programs.

II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Plans, organizes, coordinates and conducts needs assessment in determining the effectiveness of the English Language Learners education programs, and in the development of improved processes and procedures.
- B. Provides leadership and expertise in identifying, formulating, and implementing the district program goals and objectives in compliance with district, state and federal legal mandates and guidelines.
- C. Plans, organizes and coordinates the development of processes, strategies, and feasibility planning to ensure that the necessary human and monetary resources are properly and appropriately utilized.
- D. Plans, organizes, develops, and conducts a variety of staff development and in-service training programs.
- E. Establishes communication feedback systems and processes for monitoring and auditing the English Language Learners program functions and activities.
- F. Plans, develops, implements, and coordinates the English Language Learners education staff performance, appraisal, planning and evaluation processes.
- G. Provides leadership, support, and guidance to members of the district and community groups to ensure thorough and complete communication.
- H. Plans, organizes, and directs research and development activities, including projecting, planning, and forecasting for programs, functions, and activities.
- I. Plans, organizes, and directs the preparation of a variety of state and management reports.
- J. Plans, organizes, and implements the English Language Learners education budget planning guidelines and procedures, and expenditure control strategies.
- K. Assists in feasibility planning in determining procedures and guidelines that effectively resolve conflicts and assist in coalition building processes.
- L. Follows a planned professional growth program, participates actively in local, state and national professional education and administrator associations, and studies local, state and national guidelines for effective school administration services.
- M. Fulfills other duties as assigned.
- N. Plans, organizes and coordinates all aspects of assessment for English Learners including the administration of ELDT testing and all related training.

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III. EDUCATION AND EXPERIENCE

- A. Possession of a valid California clear multiple or single subject teaching credential
- B. Possession of a valid California administrative services credential
- C. Masters Degree from an accredited institution of higher learning, preferably in multicultural education, administration or a closely related field.
- D. Possession of either a Bilingual, Cross-cultural, Language and Academic Development (BCLAD) certificate, a Cross-cultural, Language and Academic Development (CLAD) certificate, a Bilingual Certificate of Competence (BCC), or a Language Development Specialist (LDS) certificate.
- E. Three or more years of successful teaching experience.
- F. Three or more years of successful experience in an administrative position, preferably including experience as a site principal.
- G. English Language Learners education administration and supervision, and related curriculum and instruction experience desirable.
- H. Bilingual ability desirable.

IV. KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- A. Principles, practices, trends, goals and objectives of English Language Learners education.
- B. Philosophical, educational, fiscal and legal aspects affecting English Language Learners education operational programs.
- C. Organization, management, planning and evaluation strategies, techniques and procedures.
- D. Research and development strategies, processes and techniques.
- E. District organization, operations, policies and objectives.
- F. Current applicable laws, regulations, codes, policies and procedures.
- G. Interpersonal skills, conflict resolution strategies and procedures and team management building methods and techniques.

Ability to:

- A. Plan, organize, coordinate and direct the district English Language Learners education programs.
- B. Plan, organize, develop and implement budget planning and expenditure control processes and procedures.
- C. Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an operational mode that is cost effective.
- D. Evaluate and analyze complex problems, issues and concerns, recommend appropriate alternative solutions and make effective and timely decisions.
- E. Establish and maintain cooperative organizational, public and educational community relationships.
- F. Interpret, apply and explain rules, regulations, policies and procedures.
- G. Analyze situations accurately and adopt an effective course of action.
- H. Prepare comprehensive narrative and statistical reports.
- I. Supervise the performance of assigned staff.
- J. Demonstrate effective communication skills both orally and in writing.
- K. Use computer applications including word-processing, presentation, and data based software programs

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V. WORKING CONDITIONS

Environment:

District offices and school sites.

Physical abilities:

Hearing and speaking to exchange information and make presentations.

The Compton Unified School District supports equal opportunity employment for all applicants and does not discriminate on the basis of age, race, gender, sexual orientation, marital status, physical or mental disability, national origin, ancestry, creed, Vietnam status, arrest or conviction record, or any other reason prohibited by state or federal law. Employees of this District are required to comply with the provisions of Title VI of the Civil Rights Act and Title IX of the 1972 Educational Amendments.