

Davis Joint Unified School District

Job Description

Position Title: Director of English Learner, Immersion and World Language Programs

Definition: Under the direction of the Associate Superintendent of Instructional Services, leads, plans, organizes, manages and directs the District's English Learner programs, Two-Way Bilingual and Immersion programs and World Language programs; monitors assurances compliance; supervises and evaluates the performance of assigned staff. Provide an articulated vision for; the English Language Development Standards to emphasize language learning as a social process and language itself as a complex and dynamic meaning-making resource; the Two-Way Bilingual Immersion (TWBI) and Spanish Immersion (SI) programs and World Language (WL) programs at the secondary level.

Salary Days/Range: 224 Days, \$96,281-\$117,032

Duties and Responsibilities:

- Coordinates and monitors the development, implementation and evaluation of the District's program for students who are English Learners (EL) which includes a comprehensive component of both integrated and designated ELD instruction.
- Coordinates, implements and evaluates the Two-way Bilingual Immersion and Spanish Immersion Programs.
- Provides articulation between categorical, EL, Special Education and regular education programs.
- Assists with coordination of purchases and development of appropriate materials for use in EL, Immersion and World Language programs, pre K-12 to align with the State Standards and Framework.
- Help teachers support EL students to interact in meaningful ways with others and with complex texts, engage in and learn through intellectually challenging tasks across the content areas, develop academic English, and develop awareness about how English works so that they can use it intentionally and purposefully.
- Provide guidance on teaching foundational skills to English Learners and students enrolled in Immersion and/or World Language programs, taking into account a variety of factors including literacy proficiency and primary language.
- Develops baseline data and establishes goals for EL programs.
- Coordinates and provides professional growth for certificated and classified staff.
- Coordinates, implements, and evaluates EL programs, pupil placement, and reclassification criteria and monitoring for all EL students including Long-Term English Learners.
- Facilitates development of curriculum, assessments and pacing guides for English Learners.
- Coordinates all programs which support English Learners including LCFF Supplemental funds for English Learners, Title III, and Migrant Education.
- Provides articulation of programs which serve EL students including Bridge, the Academic Center Migrant Education, Two Way Bilingual Immersion (TWBI), Spanish Immersion (SI) and Sobrato Early Academic Literacy (SEAL).
- Consults with and provides support to site administrators to improve the achievement of English Learners including the special needs for Long-Term English Learners.
- Coordinates and directs the work of the EL Specialist in supporting the classroom and school processes of assessment, curriculum and instruction, and progress monitoring of English Learners at each site.
- Acts as the liaison between other education agencies and the Davis Joint Unified School District.
- Coordinates state and local language proficiency tests and compliance tests throughout the year as

well as the interpretation of results.

- Coordinates the training and use of English Language Development curriculum.
- Provide demonstration lessons for effective classroom instruction in English Language Development and Specifically Designed Academic Instruction in English.
- Provides tools for lesson planning that provide differentiated instruction and assessment for EL students.
- Collects and compiles data required for preparation of reports.
- Coordinates District English Language Advisory Committee.
- Coordinates communication and information between District staff, administrators, outside organizations, governmental agencies, parents and the community concerning EL services; assure proper and timely resolution of EL issues and conflicts.
- Assists parents with understanding child rights related to equal educational opportunities; provide parent training and education; coordinate and facilitate community participation in EL- related meetings; assist with the implementation of community tutoring services as required.
- In collaboration with the Elementary and Secondary Education Directors assist and train staff and faculty in the selection and use of instructional materials and equipment; assist staff with developing curriculum materials and information such as academic standards, courses of study, teaching guides and assessments.

Skills, Knowledge and/or Abilities Required:

- Ability to effectively plan, and/or deliver in-service training programs for staff and parents.
- Ability to plan and coordinate activities designed to ensure successful English Learner program implementation.
- Knowledge of state and federal English learner and categorical programs and policy regulations.
- Abilities to provide leadership, perform a variety of specialized tasks, maintain records and complete required reporting documentation.
- Ability to establish and maintain cooperative working relationships with school personnel
- Ability to meet schedules and deadlines.
- Ability to perform all of the essential duties of the position with limited supervision.
- Ability to learn department and program policies, objectives and goals.
- Ability to communicate effectively both orally and in writing.
- Ability to demonstrate an understanding, patient, and receptive attitude toward families in the program.
- Ability to communicate with peers and other District staff or public in a manner reflecting positively on the department and District.

Minimum Qualifications:

1. Credential: Administrative Services credential required. CLAD required. BCLAD preferred.
2. Education: M.A. in education required
3. Experience: At least 5 years of successful teaching experience with English Learners.
4. Spanish Speaking preferred.