

DELANO UNION SCHOOL DISTRICT

Director English Language Development

JOB SUMMARY

To serve as the administrator responsible for the teaching and learning of English Language Learners through English Language Development, professional development, supervision of implementation of ELD standards with a focus on student progress and achievement of state ELD standards as measured by the CELDT and AMAOs . Reports to the Superintendent.

REQUIRED QUALIFICATIONS

1. **Credential:**
Appropriate Teaching Credential (Multiple or Single Subject) and Administrative Services Credential.
2. **Education:**
Master's Degree or higher in Curriculum, Education Administration, or other related field preferred.
3. **Experience:**
 - A. Demonstrated successful classroom teaching experience in K-8 grades.
 - B. Demonstrated successful leadership skills in school improvement, Title I, and curriculum
 - C. Ability to meet the needs of a diverse population.
 - D. Experience with District policies, standards, and procedures related to English Learner programs.
 - E. Demonstrated ability to create and maintain a clear vision for English Learner across the K-8 spectrum
 - F. Demonstrated knowledge and experience with the 2012 California English Language Standards
 - G. Ability to work with both site and District administration in administration of standards and assessments, including examination and utilization of data to drive instruction.
 - H. Bilingual English/Spanish preferred
 - I. Demonstrated success in curriculum development, leadership, and administration
 - J. Demonstrated ability to work cooperatively with District and school support staff.
4. **Essential Functions of this Position**
 - A. Implements and monitors quality grades K-8 English Language Development program for students, staff and parents
 - B. Coordinates and supervises the identification and reclassification procedures for English Language Learners
 - C. Assists in leading the development, implementation, and evaluation process for English Language Development curriculum and instruction

- D. Assists in the supervision and coordination of curriculum, staff development, student services, and evaluation and implementation activities for English Language Development programs and English Language Development Standards.
- E. Assists with the planning, implementation, and coordination of staff development activities for certificated and classified personnel
- F. Reviews and revises specific practices/procedures to meet identified district needs
- G. Assist in the development and coordination of District student intervention programs.
- H. Plans and prepares written and oral reports as assigned which relate to English Language Development and English Learners
- I. Keeps fully informed as to legislative and California Department of Education guidelines relating to English Learners
- J. Maintains open communication with school site and District administration regarding Standards-based instruction, achievement, assessment, intervention, and English learner programs.
- K. Maintains a professional image for the District while addressing parental and public concerns
- L. Reviews and evaluates the instruments utilized by the District to include: CELDT, ADEPT, and any other assessments as they relate to English Learners
- M. Evaluates program effectiveness of District instructional programs for English Learners
- N. Completes special projects as needed to ensure a quality educational program for students
- O. Provides leadership in overall intervention services for English Learners
- P. Monitors system accountability
- Q. Prepares and submits required reports to state and federal agencies
- R. Performs other duties as assigned.

OTHER RELATED FUNCTIONS OF THIS POSITION

1. Demonstrate a professional attitude toward parents, students, and staff.
2. Attend staff functions after regular duty hours as needed for supervision.