



Job Description

POSITION TITLE:	Director I Multilingual Education Educational Services	#5050
SALARY PLACEMENT:	Senior Management Salary Schedule Range 1	

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor of Arts Degree in an education related field, and a valid California Teaching Credential with an English Learner authorization. Previous work experience in providing staff development in the area of the education of English Learners.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Master's Degree, and an Administrative Services Credential. Five years of classroom teaching experience and three years of educational administration experience. Possess five to seven years of K-12 classroom teaching ELD and using SDAIE methodologies and three to five years of providing staff development in the area of education of English Learners. Experience supervising teachers of English Learners or managing programs for English Learners.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Knowledge of program evaluation and data collection. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Ability to manage and oversee budgets. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS, AND ABILITIES:

Experience working with English Learners.

DISTINGUISHING CHARACTERISTICS:

The Director I series represents advanced management positions and has three levels.

SUMMARY OF POSITION:

Under direction of the Assistant Superintendent of Educational Services, the Director of Multilingual Education will work with school districts and other educational groups in developing research based professional development for their staff. This position will manage the Bilingual Teacher Training Project, Title III grants, and related grants and contracts. The Director will assist with the work of the School Assistance and Intervention Team (SAIT), and work with Program Improvement districts and schools on improving instruction for English Learners.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present material and information concerning department programs, services, operations, and activities.
5. Represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
6. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
7. Communicate effectively both orally and in writing.
8. Analyze situations accurately and adopt an effective course of action.
9. Establish and maintains cooperative and effective working relationships with others.
10. Work independently with little direction.
11. Meet schedules and timelines.
12. Prepare reports as needed for program.
13. Maintain full knowledge of budgets and provides supervision of the fiscal functions.
14. Effectively coordinate and facilitate designated program areas including the Bilingual Teacher Training Project, Title III consortium, and Native American Indian Education.
15. Organize, implement, and deliver research based professional development in the area of education of English Learners and Foreign Language instruction support.
16. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard office environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

12/23/2014 sc

10/11/2016 sc