

## **DIRECTOR II (BILINGUAL)**

### **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Plan, organize, control, and direct a variety of programs, projects, and activities related to multilingual education, including federal and state projects related to Limited English Proficient (LEP) students; provide effective leadership, technical assistance and training, and compliance monitoring student achievement, and create a more equitable educational system for all students.

### **ESSENTIAL JOB FUNCTIONS:**

- Plan, organize and coordinate the District bilingual/cross-cultural educational programs
- Assist in selecting language proficiency instruments used in identifying and classifying LEP and FEP students
- Plan, organize and coordinate workshops, inservice programs, and other education planning and process activities related to the bilingual/cross-cultural education program
- Plan, organize and conduct staff development and inservice training programs for instructional personnel to ensure that the instructional process meets the needs of the students identified as limited-English speaking and non-English speaking
- Confer with, counsel, and advise management and instruction personnel concerning special language programs, instructional strategies, and other related activities
- Advise and offer recommendations concerning appropriate bilingual/cross-cultural instructional methods, media, and materials
- Review, research, and prepare new material and pilot projects pertaining to special subject and bilingual categorical programs
- Monitor the specially funded projects to ensure compliance with State or Federal guidelines and requirements
- Provide assistance and guidance to District and site personnel regarding the selection and utilization of bilingual/cross-cultural instructional materials and equipment
- Serve as a member of the District bilingual advisory committee
- Confer with and aid District and instruction personnel in the resolution of unusual and unforeseen problems, issues, and concerns pertaining to the bilingual/cross-cultural programs
- Serves as a liaison to bilingual/cross-cultural community groups
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files; prepare and process grant applications, reports, inventories, and other materials
- Ensure the required parent notices are prepared accurately to Education Code requirements and are sent out within the required time
- Develop and prepare the department's annual budget; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines
- Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate and arrange for appropriate training of assigned staff
- Perform related duties as assigned

### **EMPLOYMENT STANDARDS:**

- Ability to understand and interpret laws, rules, and regulations relating to bilingual student instruction
- Ability to plan, organize, coordinate and direct the District's bilingual program

- Ability to lead and utilize motivational techniques and strategies in the development of curriculum and assessment
- Ability to counsel and advise management and all levels of staff in sensitive issues and courses of action
- Ability to communicate orally and in writing with large and small audiences
- Ability to administer assigned programs
- Ability to work in both authority and non-authority relationships with others on a routine basis
- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Ability to follow oral and written directions
- Ability to get along with co-workers and deal with the general public tactfully, courteously and professionally

#### **KNOWLEDGE OF:**

- Principles, practices, trends, goals, and objectives of public education
- Applicable laws, codes, regulations, policies, and procedures as it relates to bilingual instruction
- Philosophical, educational, fiscal, and legal aspects affecting district bilingual instruction processes
- Theories, techniques, and methodologies of instruction
- Curriculum and instruction design and delivery systems, including audit and evaluation processes that determine process effectiveness
- Curriculum and assessment support programs, services and networks
- Human relationships, conflict resolution strategies, and procedures
- Interpersonal skills using tact, patience, and courtesy
- Oral and written communication skills

#### **SKILL AND ABILITY TO:**

- Plan, direct, and coordinate bilingual programs
- Plan and organize work to meet schedules and timelines
- Work independently with little direction
- Prepare and deliver effective presentations to diverse audiences
- Meet district standards of professional conduct as outlined in Board Policy
- Plan, develop, organize, and conduct motivational and team building processes, and train, evaluate, and manage the functions and activities of bilingual program staff
- Communicate effectively in oral and written form
- Understand and carry out oral and written directions
- Operate a motor vehicle
- Establish and maintain cooperative and effective working relationships with others
- Supervise and evaluate the performance of assigned staff

#### **WORKING CONDITIONS:**

- Office environment
- Driving a vehicle to conduct work

**PHYSICAL FUNCTIONS:**

- Sit and stand for extended periods of time
- Accurate perceiving of sound, near and far vision, and depth perception
- Reach in all directions
- Ability to lift 25 pounds maximum and carry objects weighing 15 pounds
- Bend, twist, kneel and stoop
- Write legible reports
- Read notes, memos and printed material
- Speak clearly and communicate effectively

**EDUCATION AND EXPERIENCE:**

- Equivalent to the completion of an earned Master of Arts or higher degree program from an accredited college or university in educational administration, instructional supervision, bilingual education or a closely related field
- Three years of successful teaching experience in a bilingual education program, including coordination and supervisory experience, and the successful completion of a comprehensive administrative training program
- Possession of a valid California credential authorizing service as an administrator

**WORK YEAR:**

210 days

**This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.**

**This organization is a Drug and Tobacco-Free Workplace.**

**This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.**

*Update: July 12, 2016  
Update: December 11, 2012  
Board approved: January 13, 1998*