

Auburn School District

JOB TITLE: Secondary ML and World Languages Assistant Director

REPORTS TO: Director of Multilingual Services, and the Executive Director of Student Learning

UNIT CLASSIFICATION: Administrator

Duties and Responsibilities:

- Administer secondary ML programs and World Languages programs.
- Provide professional development, compliance training, and program review support for secondary ML teachers.
- Facilitate ongoing professional development and coaching for general education teachers and administrators to support ML students and families.
- Assist teachers and administrators in recognizing and responding to the unique needs of ML students and understanding cultural factors that affect learning.
- Address the specific needs of refugee students and students with interrupted formal education; supervise and support the International Welcome Center.
- Support requests for interpreter services and oversee the configuration and implementation of Boostlingo.
- Evaluate international transcripts and coordinate with counselors and registrars regarding credit evaluation and transcript posting.
- Collect, maintain, and analyze student data and ensure compliance with CEDARS reporting requirements through Skyward.
- Coordinate World Language proficiency testing and identify students eligible for the Seal of Biliteracy.

Required Knowledge, Skills, and Abilities Related to Cultural Competence and Equity:

- Ability to recognize and demonstrate awareness of one's own cultural identity while respecting and valuing the cultural identities of others.
- Commitment to establishing and supporting an environment that promotes cultural competence and equitable treatment of all staff, students, families, and community members.
- Ability to support and promote the Auburn School District's commitment to "Engage. Educate. Empower With Equity and Excellence."
- Ability to apply culturally responsive practices in communication, leadership, conflict resolution, and decision-making.
- Demonstrated commitment to fostering inclusive environments that support belonging, access, and positive outcomes for diverse student and staff populations.

Preferred Knowledge, Skills, and Abilities:

- Training and experience with GLAD and/or SIOP instructional frameworks.
- Experience designing and delivering professional development.
- Knowledge of and experience implementing ELD and World Language Standards.
- Bilingual or multilingual candidates preferred.
- Administrative experience or a demonstrated record of progressively increasing leadership responsibilities.

Requirements:

- Experience with ML and refugee students and families.
- Experience teaching at the secondary level.
- Valid state of Washington teaching certificate.
- Ability to maintain strong, productive relationships with other employees, parents, and students.
- Ability to work under pressure with attention to detail.
- Maintain appropriate levels of confidentiality in all matters pertaining to students, parents, staff, and program.
- Willingness to perform tasks as assigned.

Working Conditions:

Physical Demands – The position requires frequent sitting, standing, walking, speaking, hearing, and use of computers and other office equipment for extended periods of time. The employee will regularly travel between district schools and facilities to support staff, students, and programs. The position may occasionally require lifting, carrying, pushing, and/or pulling materials and equipment weighing up to 25 pounds. The employee must have sufficient mobility to navigate school campuses, classrooms, meeting spaces, and community locations.

Work Environment – Work is performed in office, school, and community settings throughout the district. The position requires frequent interaction with staff, students, families, community partners, and outside agencies. The employee may be required to attend meetings, trainings, professional development activities, family engagement events, and community outreach activities during evening or occasional weekend hours. The position may involve managing multiple priorities, meeting deadlines, and responding to urgent student, family, or program needs. The employee must maintain professionalism, confidentiality, and effective communication in a variety of settings and situations.

The statements above are intended to describe the general nature of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities and qualifications of personnel so classified.