



Director of English Learners & Special Populations

QUALIFICATIONS

Master's degree in Educational Leadership (486)

ESL endorsement is required

Certification as set by the board and state certification authorities

Teaching experience with EL students

Knowledge of second language learning, Sheltered Immersion English program, standards-based curriculum

Reports to

Executive Director of State & Federal Programs

Major Functions:

- ~~Supervises and~~ Supports English Learners (EL) teachers
- Coordinates and manages ~~state and~~ Title III funds
- Coordinates translation services
- ~~Supervises and~~ Supports District Interpreter(s)
- Responsible for the development of the District's plan for delivering services and supports and communication of this plan to school administration, staff, and the public
- Coordinates the ongoing development, implementation and coordination of the system's K-12 curricula in the English Learner department
- Uses professional development to engage teacher learning of new strategies in EL and to remain current on EL best practices
- Coordinates/conducts/supports assessments of EL students as outlined by the current Mississippi Guidelines for EL
- Oversees the maintenance of student EL files in accordance with the requirements of MDE
- Supervises the McKinney-Vento Program

Duties and Responsibilities:

- Collaborate with Executive Director of Teaching & Learning and Director of Special Education to ensure all students receive a high-quality learning experience and have access to a differentiated curriculum
- Conduct EL teacher evaluations and provide feedback
- Must possess the ability to provide professional development ~~staff training~~
- Consult with teachers K-12 relative to meeting the needs of English Learners and former English Learners

- Work with teachers and administrators to organize and coordinate EL service to maintain continuity and articulation of the EL instructional supports throughout Jackson Public Schools
- Demonstrate clear and concise written and oral communication skills with administration, staff, and parents
- Must be able to keep current with developments in EL and furnish leadership in determining their appropriateness for inclusion in the system-wide program
- Provide timely assessment data in response to requests from MDE
- Apply knowledge of federal and state EL laws and regulations
- Apply knowledge of Mississippi College and Career Readiness Standards, and alternative assessment practices
- Perform such other tasks and assume such other responsibilities as may be assigned by the supervisor or superintendent
- Adhere to the Mississippi Code of Ethics
- Maintain confidentiality and privacy of all Jackson Public Schools' records
- Performs other related duties as requested or assigned

Evaluation

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Salary Information

Classification:	Director, English Learners & Special Populations
Scale:	Administrative Salary Scale
Grade:	F
Days Employed:	246 per school year
Range:	\$52,200.00- \$75,000.00
Overtime:	Exempt

Codes

MS Personnel/Accreditation Data:

