

DIRECTOR, GLOBAL LANGUAGES & CULTURES

Rev. July 2025

Job No.: 2606

Reports to: Assistant Superintendent, Curriculum

Dept/Campus: PK-12 Curriculum

FLSA Status: Exempt

Pay Grade: 206

Term: 226 Days

PRIMARY PURPOSE:

To develop, implement, and coordinate activities for English Language Learners including the oversight of curriculum development and skillful delivery to students.

ADMINISTRATOR COMPETENCIES

- **Creative Visionary** who is passionately focused on effecting change and has the ability to merge data and fact with intuition, imagination, and innovation in an effort to realize the possibilities rather than be content with the probabilities.
- **Dedicated Professional** who creates a supportive environment by modeling and expecting autonomy and accountability; who exemplifies ethics; who accepts and values the differences of others, exhibits empathy, and who has a sense of human wisdom, courage and compassion.
- **Inspiring Catalyst** who motivates and empowers others to become leaders and risk takers, and who acknowledges expertise, celebrates successes, and honors the lives of others.
- **Life-long Learner** who perpetuates self-motivated learning, and effectively drives transformation with continuous monitoring, evaluating, and adjusting.

MAJOR RESPONSIBILITIES AND DUTIES

- Implement, coordinate, and manage ESL/Bilingual Programs.
- Monitor and evaluate the progress of implementation of the program.
- Communicate and collaborate between and among various areas of the organization to provide enhanced service delivery, program development, and customer satisfaction.
- Develop and implement short term and long-range plans, policies, and guidelines for ELL programs.
- Research and lead implementation of research based effective instructional strategies.
- Work with parent groups to facilitate effective parent involvement.
- Coordinate with other departments for supervision of campus-based ESL/Bilingual employees.
- Manage state and federal funds for maximum benefit to the students.
- Establish processes and procedures so that the programs are standard across the district.
- Submit all required reports in a timely manner.
- Assist with coordination and supervision of adult ESL services.
- Ensure that all legal requirements for implementation of the ELL programs are followed.
- Attend all required meetings and conferences.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- Supervise Sr. Coordinator, Dual Language Education, Sr. Coordinator, English as Second Language, Coordinator, Adult & Community Education, Coordinator, World Languages and Translator.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Bachelor's degree in education or related field. Master's Degree in education preferred.
- Administrative Certification preferred. Certification in Bilingual Education preferred.
- Progressively responsible teaching experience in an ESL/Bilingual setting and in coordinating/supervision ELL programs. Supervision experience required.

Knowledge/Skills/Abilities:

- Knowledge of second language acquisition; and effective leadership strategies.
- Skill in working with school, parents, and community groups; public speaking/trainer; and organization.

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Often operates a computer and other office productivity machinery (i.e., a calculator, copy machine, and computer printer).
- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Frequently communicates with other employees or public.
- Must be able to exchange accurate information.
- Ability to understand opposing points of view on highly complex issues and to negotiate and integrate different viewpoints.
- Ability to organize and prioritize work schedules of others on long-term basis.
- Ability to make decisions which have significant impact on the department's credibility, operations and services.
- Ability to compose material such as detailed reports, work-related manuals, publications of limited scope or impact and to make presentations outside of the immediate work area.
- Ability to formulate complex and comprehensive materials such as legal documents, authoritative reports, official publications of major scope and impact and to make formal presentations.
- Ability to compute, analyze, and interpret complex statistical data and/or to develop forecasts and computer models.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- May work prolonged or irregular hours.
- Frequent districtwide, statewide, and out-of-state travel.
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.