



## **Lindenwold Public Schools**

Administration Building · 801 Egg Harbor Road · Lindenwold, NJ 08021

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**TITLE:**                    **MULTILINGUAL SUPERVISOR**

**REPORTS TO:**            Directors of Curriculum & Instruction  
Superintendent

**QUALIFICATIONS/CERTIFICATIONS:**

1. Valid New Jersey Administrative Supervisor Certification
2. Minimum of five (5) years of successful experience in education with demonstrated leadership in ESL, bilingual, and/or world language programming
3. Demonstrated knowledge of second language acquisition, bilingual education, and culturally responsive instructional practices
4. Knowledge of federal and state regulations related to multilingual learners (e.g., Title III, NJDOE requirements)
5. Experience with program evaluation, data analysis, and instructional coaching

**JOB GOAL:**

The Multilingual Supervisor is responsible for the leadership, coordination, and supervision of districtwide multilingual learner programs, including ESL, bilingual education, Title III, and world language programming. This position ensures equitable access to high-quality instruction, promotes language development and academic achievement, and ensures compliance with all state and federal regulations. The Supervisor works collaboratively within Board policies and district initiatives to support culturally responsive practices, develop multilingual capacity among staff, and expand global learning opportunities for all students.

**PERFORMANCE RESPONSIBILITIES:**

1. Provides districtwide leadership for ESL, bilingual, and world language programs aligned to district goals and Board-approved curriculum
2. Oversee the implementation and continuous improvement of ESL and bilingual education services across all grade levels
3. Supervises world language programming, ensuring vertical articulation, instructional rigor, and alignment with state standards
4. Ensures compliance with all federal and state requirements related to multilingual learners, including Title III
5. Oversees identification, placement, progress monitoring, and exit procedures for multilingual learners
6. Analyzes student performance data to inform program improvements and instructional practices
7. Maintains accurate records, reports, and documentation required by the district, Board of Education, and New Jersey Department of Education
8. Collaborates with building administrators to ensure appropriate scheduling, staffing, and service delivery models
9. Oversees all Access, Wida, and testing practices related to multilingual learners.



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### **PROFESSIONAL INSTRUCTIONAL PROFICIENCIES:**

1. Oversees ESL and bilingual education programming to ensure instructional quality, equity, and access for all multilingual learners
2. Leads and monitors Title III programming, including planning, implementation, evaluation, and fiscal accountability
3. Supervises world language curriculum, instruction, and assessment practices across the district
4. Ensures alignment of ESL, bilingual, and world language programs with district curriculum and instructional best practices
5. Provides professional development and coaching to teachers in second language acquisition strategies and culturally responsive instruction
6. Collaborate with Directors of Curriculum to align programs with district initiatives and instructional priorities
7. Supports the integration of language development strategies across all content areas
8. Promotes instructional practices that support biliteracy, multilingualism, and global competence
9. Leads the development, implementation, and promotion of the New Jersey Seal of Biliteracy program, including establishing eligibility criteria, monitoring student progress, coordinating assessments, and recognizing student achievement
10. Actively recruits, supports, and oversees staff participation in the NJTOPPS (New Jersey Teacher Outreach Program for Professional Support) ESL/Bilingual certification programs, including mentoring candidates, monitoring progress, and aligning participation with district staffing and program needs

### **PROFESSIONAL CONDUCT AND EXPECTATIONS:**

1. Models NJDOE-approved Professional Standards for Educational Leaders
2. Maintains knowledge of district policies, procedures, and administrative expectations
3. Protects the confidentiality of student and staff records in accordance with state and federal law
4. Participates in ongoing professional development to enhance effectiveness
5. Demonstrates professionalism, integrity, sound judgment, and ethical conduct
6. Works collaboratively with administrators, faculty, staff, students, families, and community partners

### **FACILITATES PRACTICES TO PROMOTE GROWTH OF THE WHOLE CHILD:**

1. Advocates for culturally responsive and inclusive instructional practices
2. Supports programs that promote language development, academic achievement, and social-emotional well-being
3. Ensures programming is responsive to the diverse linguistic and cultural needs of students
4. Engages families through outreach, communication, and educational opportunities

### **ADDITIONAL ROLES AND RESPONSIBILITIES:**

1. Performs duties within the scope of employment and certification as assigned by the Directors of Curriculum or Superintendent
2. Supports district initiatives related to student achievement, equity, and global learning
3. Represents the district in state, regional, and local committees related to multilingual learners and world language education
4. Leads recruitment of Multilingual educators in the areas of ESL, Bilingual, and World Language



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### **TERMS OF EMPLOYMENT:**

1. Twelve-month position with compensation determined by the Superintendent and approved by the Board

### **EVALUATION:**

1. Performance will be evaluated annually in accordance with Board policy on evaluation of certified personnel