



TITLE:	Multilingual (ML) Compliance Manager	STATUS:	Exempt
REPORTS TO:	Director of Multilingual/Migrant/Title III	TERMS:	179 Days
DEPARTMENT:	Assigned Campus	PAY GRADE:	T1, Chapter 21 Contract

PRIMARY PURPOSE:

The ML Compliance Specialist will assist with the district’s federal and state accountability and compliance for English Language, immigrant, and migrant students.

QUALIFICATIONS:

Education/Certification:

Bachelor’s Degree from accredited university
 Master’s degree in second language acquisition or similar from an accredited college or university preferred

Special Knowledge/Skills:

Knowledge of state and federal required testing programs
 Ability to evaluate instructional programs and practices
 Ability to interpret and present test data
 Ability to develop and deliver effective staff development
 Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

Experience:

Minimum of three (3) years of successful teaching experience with ML students
 Previous teacher leadership experience
 Knowledge of Curriculum and Instruction

Pay Determination: 100% Local Funds, Stipend 100% Local Funds

WORKING CONDITIONS:

Mental Demands/ Physical Demands/Environmental Factors:
 While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must maintain emotional control under stress, and occasionally work prolonged and/or irregular hours. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 35 pounds. Specific vision abilities required by this job include close vision. The work environment is a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.). The noise level in the work environment is usually low to moderate.

Essential Functions:

1. Review disaggregated test data and language results of ESL, immigrant, and migrant students, and support the development of campuses and district improvement plans.
2. Oversee the campus implementation of testing administration and training for MLs, such as TELPAS.
3. Oversee the campus’ federal and state accountability and compliance for bilingual, ESL, and migrant students, including but not limited to Bilingual/ESL, and PBMAS.



4. Conduct professional development about topics related with accountability and compliance issues for bilingual, ESL, and migrant students.
 5. Work cooperatively and collectively with campus principals and staff to ensure that services for ESL, immigrant, and migrant students are coordinated.
 6. Input all necessary PEIMS data to ensure correct coding of information.
 7. Provides support and facilitates training of LPAC facilitators to ensure that LPAC meetings and documentation are properly maintained.
 8. Build and maintain positive relationships with teachers and administrators.
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The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

Special Funding: If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to termination or nonrenewal, as applicable.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Signature

Printed Name

Date