Director of Early Childhood and ESL/Bilingual

Primary Purpose:
Plan, Implement, and supervise early childhood and bilingual/ESL programs. Oversee the planning and implementation of a district wide PK-3 and ESL/Bilingual program.

Qualifications:

Education/Certification:
Master’s degree in Curriculum & Instruction or Educational Administration
Teacher certification for grades PK-3
ESL or Bilingual Certification

Special Knowledge/Skills:
Knowledge of PK-3
Knowledge of ESL/Bilingual
Excellent organizational, communication, and interpersonal skills
Excellent customer service and support skills
Ability to function independently
Exercise sound judgement and initiative
Ability to collaborate with others
Ability to present information in one-on-one, small group, and large group situations to students, parents, and district staff

Experience:
5 years experience in schools in leadership positions
Proven experience in curriculum and instruction
Administrative experience preferred

Major Responsibilities and Duties:

Program Management and Administration

1. Oversee the development and implementation of a comprehensive PK-3 instructional program aligned to district and state requirements.
2. Oversee ESL/Bilingual testing, instruction, and academic achievement in Burleson ISD.
3. Oversee the BISD Daycare.
4. Establish and maintain partnerships with campus principals and staff to ensure deep implementation of the programs.
5. Provide professional development.
6. Coordinate school, home, and community resources to enable students, parents, and others to be prepared for academic achievement expectations.
7. Maintain confidentiality of student records.

Policy, Report, and Law

1. Comply with policies established by federal and state law, State Board of Education rule, and board policy. Recommend changes to district policies and develop and update procedures and guidelines related to early childhood, daycare, and ESL/Bilingual programs and services.
2. Adhere to legal, ethical, and professional standards for administrators including current professional standards of competence and practice.
3. Compile, maintain, and file all reports, records, and other documents.

Budget

1. Develop and administer department budget based on documented needs and ensure that programs are cost-effective and funds are managed wisely.

Personnel Management

1. Assist campus administrators in ensuring an effective early childhood, daycare, and ESL/Bilingual program.
2. Develop and deliver training to early childhood, daycare, and ESL/Bilingual staff that supports professional growth and ethics, and a consistent interpretation of district policies and state laws and regulations.

**Supervisory Responsibilities:**
Supervise and evaluate the work of student support counselors, interns, and other direct reports.

**Mental Demands/Physical Demands/Environmental Factors:**
- **Tools/Equipment Used:** Personal computer and peripherals; standard instructional equipment
- **Posture:** Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting
- **Motion:** Frequent walking
- **Lifting:** Regular light lifting and carrying (less than 15 pounds)

**Environment:** Work inside, may work outside; frequent district-wide travel
**Mental Demands:** Maintain emotional control under stress; may work prolonged or irregular hours