

LANGUAGE ACQUISTION SUPERVISOR

Purpose Statement

The job of LANGUAGE ACQUISTION SUPERVISOR was established for the purpose/s of developing and implementing programs and services for student second language learning; planning and implementing student learning and language acquisition goals; administering personnel policies within the department; promoting cultural awareness within the community; and enhancing learning opportunities for students and families.

This job reports to DIRECTOR OF SCHOOL IMPROVEMENT

Essential Functions

- Assesses programs for the purpose of ensuring quality student learning in all Language Acquisition programs.
- Collaborates with others (e.g. district personnel, other district personnel, community organizations, etc.) for the purpose of implementing and maintaining services and/or programs.
- Coordinates program components, support needs and material for the purpose of delivering services which conform to established guidelines.
- Develops proposals, new programs, budgets and grant opportunities for the purpose of enhancing the learning opportunities of students, staff and families and complying established guidelines.
- Implements assigned programs and/or projects for the purpose of conforming to district and state curriculum and/or instructional objectives.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that expenses are within budget limits and/or fiscal practices are followed.
- Monitors projects, grants and programs for the purpose of ensuring that services comply with district, state and federal requirements.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Researches a variety of information (e.g. current practices, methods, etc.) for the purpose of developing new programs and/or master plans.

Other Functions

- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations and/or resolving conflicts.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: analytical skills, interpersonal skills, applying assessment instruments, planning and managing projects, preparing and maintaining accurate records, quality customer service skills, verbal and written communication skills.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: human resource practices/regulations, pertinent codes, policies, regulations and/or laws, security procedures and practices, working knowledge of school system.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities, assessing learning outcomes achieved by students, communicating with diverse groups, creating and maintaining climate of respect, establishing effective relationships, maintaining confidentiality, meeting deadlines and schedules, setting priorities, utilizing current technology, working as part of a team working with detailed information/data implementing classroom management techniques working with frequent interruptions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; and directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Bachelors degree in job related area.

Equivalency None Specified

Required Testing

None specified

Certificates & Licenses

Arizona Teaching Certificate

Continuing Educ. / Training

Maintain Arizona Certification, Maintain Fingerprint Clearance Card

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Supervisor S2