

Job Title: Assistant Director: English Language Development and Dual Language Programs
Reports To: Assistant Superintendent of Teaching and Learning
Work Days: 230
FLSA Status: Exempt

JOB SUMMARY

The Assistant Director of English Language Development and Dual Language Programs partners with the Directors of Elementary and Secondary Education in managing the District's English Language Development department, Dual Language program, Community Liaison team, interpretation and translation services and Family Access Network (FAN) partnership. The Assistant Director collaborates with the District's leadership team, English language development teachers, dual language teachers, Community Liaisons and FAN Advocates in order to provide high quality educational and support services to students and families as needed. The Assistant Director may partner with community agencies and may participate in state and local committees.

The Assistant Director of English Language Development and Dual Language Programs is a member of the Redmond School District leadership team and works collaboratively with the team to ensure success for all students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Partners with RSD team members in developing highly effective educational programming for all English learners and systems that allow families members with limited English proficiency to participate in their students' education in meaningful ways.
2. Supports school leaders and educators in maintaining inclusive positive and supportive learning environments for English learners and their families.
3. Leads and guides the development and implementation of effective English learner and dual language programming. Monitors the effectiveness of programming for English learners to ensure increased student achievement.
4. Responsible for support and coordination of RSD Community Liaison and regional programs to provide interpretation and translation services to families who require language support.
5. Partners with the Family Access Network (FAN) in supporting RSD FAN Advocates and FAN programming.
6. Collaborates with teachers and staff to meet the needs of English learners and dual language students in the district.
7. Ensures compliance with state and federal requirements, including, but not limited to Title III, English Language Proficiency Assessment administration, state reporting, and monitoring.
8. Manages all associated budgets and ensures effective stewardship of resources as a department leader.
9. Assists with the adoption and implementation of district English language development and dual language curriculum. Monitors English language development and dual language program implementation in the classroom.

10. Designs and leads effective district wide professional development strategy in alignment with the district beliefs for professional learning, best practices for adult learning and district programming for English learners.
11. Works in partnership with the Directors of Elementary and Secondary Education to improve outcomes for all students.
12. Supports in the development and follow-through of the teaching and learning team goals and objectives.
13. Actively recruits and selects team members for positions that serve the needs of RSD students and families.
14. Participates in regional workgroups to serve as a productive partner and liaison in an effort to enhance RSD's services for English learners and families.
15. Demonstrates intercultural competency by interacting and engaging appropriately with a diverse array of individuals while exhibiting cultural sensitivity and respect.
16. Participates on the Equity Advisory Committee.
17. Supervises and evaluates designated licensed and classified RSD team members.
18. Develops and communicates work procedures based upon adopted school board policy.
19. Other duties may be assigned as needed.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Attends and presents at school board meetings as directed.
- Collaborates with the Human Resources Director to resolve grievances and other labor relations issues.
- Administers discipline to employees appropriately per district policy and negotiated agreements.

MINIMUM QUALIFICATIONS

- Oregon Administrator License (or qualifications to obtain)
- Submission of Professional Application Materials
- Bilingual (Spanish)

PREFERRED QUALIFICATIONS

- Master's Degree
- Experience teaching as an English language development or dual language teacher
- Principal or district level administration experience
- Management and supervision experience

REQUIRED KNOWLEDGE AND ABILITIES

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

1. Demonstrated ability to manage systemic change and successfully implement reform initiatives that produce significant gains in closing the achievement gap.

2. Demonstrated success managing programs and a school.
3. Demonstrated knowledge of high leverage, research-based instructional strategies and models for improving instructional practices.
4. Demonstrated proficiency in the use of data to assess student progress and inform instructional practice.
5. Effective interpersonal skills in managing and interacting with diverse groups of stakeholders.
6. Excellent time management and organizational skills.
7. Demonstrated ability to manage conflict through quality decision-making and effective problem solving.
8. Demonstrated proficiency with Google Suite Apps. Must be able to use District systems to perform routine tasks, such as performance management work, accessing financial reports and managing school staffing and budget information.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Occasionally perform work beyond a standard 40-hour work week when workload requires. The employee is occasionally exposed to wet or humid outdoor weather conditions. The noise level in the work environment is usually low to moderate.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: Director of Human Resources

Prepared Date: February 1, 2022

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee Signature: _____ Date: _____

Employee Printed Name: _____

Supervisor Signature: _____ Date: _____

Supervisor Printed Name: _____