



Position Description

Director of ESOL and World Languages

Salary Level: Based on Act 93 Agreement

Contract/Benefits: Based on Act 93 Agreement

Department or Area: ESOL and Languages

Reports To: Executive Director of Instruction

Prepared Date: April 3, 2012

*Prepared by: Dr. C. Russell Mayo,
Superintendent*

*Approved By: Dr. C. Russell Mayo,
Superintendent*

Qualifications:

1. Masters degree with a major in bilingual education, ESOL, TESOL, multicultural education, educational leadership, or a related field; doctorate preferred
2. Experience in Administration preferred
3. Hold or be able to obtain a valid and current Pennsylvania Principal Certificate
4. Satisfactory work record & criminal/child abuse clearances (Acts 34 and 151)
5. 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
6. Such additional or alternatives to the above qualifications as the board or superintendents may determine appropriate and acceptable

Note: 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.

Summary

Directs, administers, and coordinates the curriculum and instructional activities of the district in support of policies, goals, and objectives established by the superintendent and school board by performing the following duties personally or through subordinate managers:

Essential Duties and Responsibilities

1. Provides district wide leadership in decisions regarding both ESL and content Curriculum for English Language Learners
2. Coordinates the identification, testing, and placement of English Language Learners in language and content programs
3. Coordinates all ESOL and world language assessments required by federal and state laws
4. Evaluates the effectiveness of the ESOL program through the use of data
5. Prepares and implements the District Title III grant program for English Language Learners

6. Collaborates with the Director of Professional Development in the planning and implementation of staff development on topics related to English Language Learners
7. Serves as a liaison with state and federal agencies involved with the education of English Language Learners
8. Works closely with building level administrators on programming for English Language Learners
9. Completes and files all government agency reports related to English Language Learners
10. Oversees the District's World Languages Curriculum at all levels
11. Participates in the recruitment and hiring of World Language teachers
12. Coordinates and implements initiatives related to diversity and multiculturalism within the district
13. Implements the ESOL program according to State and federal laws and current best practices
14. Collaborates with Chief Academic Officer for pupil/teacher ratios
15. Performs such other tasks and assumes such other responsibilities as may be assigned or delegated by the Executive Director of Instruction or the Superintendent of Schools

Supervisory Responsibilities

Directly supervises office staff and facilitators for ESOL and World Languages. Responsibilities include interviewing, recommending hiring, and training employees; planning and coordinating work; appraising performance; rewarding and disciplining staff; addressing complaints, and resolving problems. Carries out supervisory responsibilities in accordance with the district's policies and applicable laws.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Interpersonal Skills

Parent and Community Relations

Manages difficult or emotional parent/community situations judiciously; Responds to parent/community requests for service and assistance; Solicits parent feedback to improve school effectiveness; Meets commitments made to parents and the community.

Interpersonal Relations

Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Shows reasonable control of personal emotions; Exhibits objectivity and openness to the views of others.

Oral Communication

Speaks clearly and persuasively in positive or negative situations; Listens and solicits clarification; Responds appropriately to questions; Demonstrates group presentation skills.

Written Communication

Writes clearly and effectively; Edits work for spelling and grammar; Varies writing style to meet needs of the audience; Presents numerical data effectively.

Teamwork

Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building positive morale; Puts success of staff above own interests and recognition; Able to build group commitment to goals and objectives.

*Leadership Skills**Visionary Leadership*

Provides vision and inspiration to peers and subordinates; Mobilizes others to fulfill the vision; Displays passion and optimism.

Change Management

Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Delegation

Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently when appropriate; Sets expectations and monitors delegated activities; Provides recognition for results.

Leadership

Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others

Managing People

Includes staff in planning and decision-making; Takes responsibility for the performance of staff; Makes self accessible to staff; Provides regular performance feedback to staff; Develops the skills of staff and encourages growth; Continually works to improve supervisory skills.

Quality Management

Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Fosters a focus on quality in others.

Analytical

Synthesizes complex or diverse information; Collects and analyzes data; Uses research, experience and intuition to complement data.

Safety and Security

Observes safety and security procedures when appropriate; Determines appropriate action beyond safety and security guidelines.

Problem Solving

Identifies and resolves problems in a timely manner; Gathers and analyzes facts relating to the problem skillfully; Develops alternative solutions; Works well in group problem-solving situations; Uses reason even when dealing with emotional topics.

*Organizational Skills**Cost Management*

Works within approved budget; Conserves district/school resources.

Diversity

Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Assembles a diverse staff.

Organizational Support

Follows policies and procedures; Completes administrative tasks and reports correctly and on time; Supports district/school's goals and values.

Strategic Thinking

Develops strategies to achieve district/school goals; Understands district/school's strengths & weaknesses; Aligns work with strategic goals; Adapts strategy to changing conditions.

*Personal Competencies**Judgment*

Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Ethics

Treats people with respect; Keeps commitments; Inspires the trust of others; Works ethically and with integrity.

Motivation

Sets and achieves challenging personal goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals

Planning/Organizing

Prioritizes and plans work activities; Uses time efficiently; Sets daily/weekly goals and objectives.

Professionalism

Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect regardless of their status or position; Accepts responsibility for own actions.

Personal Quality

Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies supervisor feedback to improve performance; Monitors own work to ensure quality.

Dependability

Follows instructions, responds to supervisory direction; Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan; Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Innovation

Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving instruction and related activities; Develops innovative approaches and ideas.

Physical Demands

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

While performing the duties of this job, the administrator is regularly required to talk or hear. The administrator is frequently required to walk, climb stairs, bend, and lift. The administrator is required to use hands to fingers or handle documents, telephone, etc. The administrator is occasionally required to stand; sit and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Evaluation

The person filling this position will be evaluated according to the administrative evaluation procedure adopted by the Allentown School District.

Reviewed and read by: _____
Individual serving in this position

Date: _____