



Cicero School District #99

Job Title: *Assistant Director of English Learners*
Reports to: *Director of English Learners*

Position Summary

The Assistant Director of English Learners will plan, develop, support, and coordinate the implementation of services to meet the needs of English Learners in collaboration with District and school staff.

Qualifications & Requirements

- Professional Educator License with General Administrative or Principal endorsement
- Current Bilingual and/or English as a Second Language (ESL) Endorsement
- A minimum of 5 years of successive classroom experience
- A minimum of 2 years of successive administrative experience preferred
- Strong knowledge of EL/Bilingual Laws, Rules, and Regulation
- PERA module designations required preferred
- Fluent verbal and written Spanish and English skills.
- Bicultural awareness of both Spanish speaking countries and mainstream English speaking community
- Excellent communication (written and oral) and human relations

Duties & Responsibilities

- Coordinate project management plans associated with the implementation of the bilingual program model in collaboration with District administrators
- Coordinate professional development for the K-12 Bilingual Program Model K-12 including: Dual Language, ELD, and Sheltered Instruction
- Coordinate Dual Language Program development, articulation, alignment
- Coordinate the research and development of curriculum resources and materials for Dual Language program
- Coordinate Dual Language Committee Work: Parent Forums, Brochure, modifying website
- Assist with program evaluations and annual reports
- Assist with community development programs (cultural fairs, promotional events, recruitment events, retention activities)
- Assist the Director of English Learners with the development of a 3:1 continuous improvement plan.
- Assist Human Resource in relation to recruitment and staffing for Dual Language Program
- Monitor the Dual Language programs at Cicero East & Columbus West
- Collaborate and support Dual Language pilot programs by organizing meeting with pilot school administration (building Administrators Cicero West and Columbus West)
- Plan, organize, and implement Professional Development for Pilot Dual Language teachers throughout the school year
- Develop and implement FLW tool for Dual Language classroom to assess instruction
- Collaborates with district personnel in providing reading support to schools
- Collaborates with district personnel to build internal capacity to support English Learners.
- Demonstrates knowledge of current research and best practices in the area of EL education and has the ability to translate this research into practice.
- Demonstrates ability to organize and manage multiple projects and activities
- Represents the district in educational projects and initiatives at the local, regional, state, and national levels.
- To perform any other duties assigned.

Supervisory Responsibilities

- Supervises Certified and Non-Certified Staff

Working Environment:

- The job is performed under minimal temperature variations and is generally a hazard free environment.

Physical requirements

- Regularly required to sit, stand, walk, talk, hear, operate a computer, other office equipment, reach with hands

Terms of Employment

Start Date: July 1
Hours: 8:00 am– 4:00 pm
Work Year: 12 month
Compensation: To be determined by the Board of Education
Union Affiliation: Nonunion

All applicants (internal and external) need to complete an online application located on the Cicero School District #99 web site at www.cicd99.edu.