

Sweetwater Union High School District

DIRECTOR OF LANGUAGE ACQUISITION/STATE & FEDERAL PROGRAMS

Purpose Statement

The job of Director of Language Acquisition/State & Federal Programs is done for the purpose/s of planning, implementing, coordinating, directing and maintaining the district's programs for English language learners education, gifted and talented, and state and federal programs; and maintaining staffing to ensure that programs and services are achieved within budget.

Essential Functions

- Coordinates district wide and school site based language acquisition and state and federal programs and/or related projects for the purpose of implementing and achieving objectives within area of responsibility.
- Directs English learner program initiatives in accordance with district's goals.
- Develops long and short range plans in relation to assigned state and federal programs (e.g. policies, procedures, staffing, budgets, materials, equipment, space requirements, etc.) for the purpose of implementing District and supplemental education programs/services and complying with local, state and federal regulations.
- Coordinates program components, support needs and material for the purpose of delivering instructional services which conform to established guidelines.
- Develops proposals, new programs, budgets and grant opportunities for the purpose of meeting District goals to impact academic achievement of English Learners and gifted students.
- Analyzes and interprets assessment and other data for the purpose of developing, modifying and implementing instructional programs.
- Collaborates with other district personnel to guide and support language acquisition and state and federal programs and related responsibilities (e.g. District personnel, English language learners, gifted and talented, CBET, categorical programs, interpreters/translators, etc.) for the purpose of implementing and/or maintaining services and programs.
- Conducts continuous, specific teacher training for English learners and gifted students for the purpose of conveying information to enhance student success.
- 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.
- Coordinates and facilitates meetings, processes, etc. (e.g. district liaison, GATE, DELAC, categorical programs, parent advisory groups, etc.) for the purpose of implementing and maintaining district supplemental instructional programs and services.
- Responds to issues involving staff, conflicts in policies and regulations, community concerns, parental requests that may result in some negative impact and/or liability if not appropriately addressed, for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
- Researches topics required to manage the district academic support programs (e.g. relevant policies, new federal and state statutory regulations, best practices, staffing requirements, financial resources, etc.) for the purpose of developing new programs/services, ensuring program compliance with relevant federal and state requirements, securing general information and/or responding to requests.
- Develops and implements academic support programs and/or projects for the purpose of conforming to district and state curriculum and/or instructional objectives focusing on targeted student groups.
- Facilitates communication between personnel, students and/or parents (e.g. translation services, etc.) for the purpose of evaluating situations, solving problems and/or resolving conflicts.

- 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.
- Prepares a wide variety of often complex materials in written and electronic formats (e.g. plans, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Presents information to a variety of audiences for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls and grant program requirements.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

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 skills required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; and administering personnel policies and procedures.

KNOWLEDGE is required to oversee a departmental budget; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: application of pertinent laws, codes, policies, and/or regulations; personnel processes; and standard business practices.

ABILITY is required to organize a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. In working with others, 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 moderate. Specific abilities required to satisfactorily perform the functions of the job include: providing leadership, direction, and team building; communicating with persons of varied educational and cultural backgrounds; establishing and maintaining effective working relationships with individuals from diverse professional backgrounds; working independently under time constraints to meet deadlines and schedules; organizing and communicating information and concepts; setting priorities; working as part of a team; analyzing situations and making accurate decisions; working with multiple projects; dealing with frequent interruptions and changing work priorities; working with detailed information/data and maintaining accurate records; and maintaining confidentiality.

Responsibility

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

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under a generally hazard free environment.

Education/Experience

Master's degree from an accredited college or university with major course work in education. Three years of successful secondary teaching experience and two years of secondary administrative experience.

Required Testing

None Specified

Certificates

California Teaching Credential with BCLAD
California Administrative Services Credential

Continuing Educ./Training

None Specified

Clearances

Pre-placement Physical Exam; TB Clearance; and
Criminal Justice Fingerprint/Background
Clearance.

Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410