

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Director III, Multilingual Literacy	CLASSIFICATION:	Non-Represented Management, Certificated
SERIES:	Director III	FLSA:	Exempt
JOB CLASS CODE:	1947	WORK YEAR:	12 Months
DEPARTMENT:	Multilingual Education	SALARY:	Range 19 Salary Schedule A
REPORTS TO:	Chief Academic Officer	BOARD APPROVAL: HR APPROVAL:	08-03-06 07-19-10

BASIC FUNCTION:

Plan, organize, control, and direct a variety of programs, projects, and activities related to multilingual education, including federal and state projects related to Limited English Proficient (LEP) students; provide effective leadership, technical assistance and training, and compliance monitoring to maximize student achievement, and create a more equitable educational system for all students.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Provide leadership, technical assistance, and training to all schools in their endeavor to meet or exceed the student achievement improvement targets, as defined by state or federal accountability guidelines, for the low performing student populations. **E**

Support schools in their effort to narrow the opportunity gap, i.e., the performance of students in similar schools or schools with similar student demographics. **E**

Coordinate the development of elementary and secondary curriculum aligned with state standards and district expectations to support increased achievement of students; identify supplemental instructional materials and resources for schools. **E**

Work in conjunction with other administrators to ensure that all Program Improvement (PI) Schools achieve their Adequate Yearly Progress (AYP) targets, and develop an intervention plan for students. **E**

Coordinate and provide professional development activities at the district and site levels that support increased capacities to assess and instruct English learners. **E**

Monitor and provide support for e21 implementation. **E**

Assist all staff members in their respective areas of responsibility in developing programs and techniques for achieving equal educational opportunity and improved human relations. **E**

Design and provide intensive direct support, strategies, and intervention for English learners at identified schools. **E**

Serve as a resource person to K-12 schools, departments, and divisions by providing technical skills and planning strategies in the development, coordination, implementation, evaluation, and expansion of their school/community human relations programs and community coalitions. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide technical expertise regarding assigned duties; formulate and develop curriculum, policies, and procedures; develop and implement short and long-term plans and activities designed to enhance assigned programs and services; assume responsibility for program improvement. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files; prepare and process grant applications, reports, inventories, and other materials; operate a computer. **E**

Develop and prepare the department's annual budget; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. **E**

Collaborate with the appropriate offices of the California Department of Education, Office of Civil Rights, and the Office for Bilingual Education and Language Minority Affairs, U.S. Department of Education. **E**

Communicate and collaborate with other administrators, district personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; model district standards of ethics and professionalism. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Bachelor's degree, and four years increasingly responsible administrative or supervisory experience in multilingual/multicultural education. Preference will be given to candidates with school site experience. Advanced degrees preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance. Administrative Services Credential. Teaching Credential with English Language authorization preferred.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, and direction of multilingual education.

Current research and theory of second language acquisition, effective English language development methods, and bilingual methodology.

Purpose, rules, and regulations of state and federal categorical programs.

Curriculum development policies and procedures.

Budget preparation and control.

Applicable laws, codes, regulations, policies, and procedures.

School district organization, operations, policies, and objectives.

Interpersonal skills using tact, patience, and courtesy.

Effective oral and written communication skills.

Principles and practices of management, supervision, and training.

Technical aspects of field of specialty.

Evaluation approaches, strategies, and techniques.

Operation of a computer and related software.

ABILITY TO:

Plan, organize, control, and direct a variety of programs, projects, and activities related to multilingual education including federal and state projects related to Limited English Proficient (LEP) students.
Maintain current knowledge on trends and developments in the multilingual education field.
Establish and maintain effective working relationships with staff, parents, and the public.
Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
Communicate effectively, both orally and in writing.
Interpret, apply, and explain rules, regulations, policies, and procedures.
Analyze situations accurately, and adopt an effective course of action.
Work independently with little direction to meet schedules and time lines.
Plan and organize work to meet schedules and timelines.
Prepare comprehensive narrative and statistical reports.
Supervise and evaluate the performance of assigned staff.
Operate a computer and related software.
Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office, school, and community environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read and prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally; lift light objects.

(Former Classification: Director III, Multilingual/Multicultural Education/Equity, Access, and Achievement)

HEALTH BENEFITS: Management employees purchase their own health benefits with district-offered plans.

APPROVALS:

Robert R. Garcia, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date