

MT. DIABLO UNIFIED SCHOOL DISTRICT

**ASSISTANT DIRECTOR, DUAL LANGUAGE AND ENGLISH LEARNER SERVICES**

**Summary Definition**

Under the general direction of the **Director, Dual Language and English Learner Services**, works with school sites for **planning, implementation, and monitoring of the English learner and dual language services**; implementation of the district's Master Plan for the instruction of English learners. Provides technical assistance to school administrators in program implementation and advisory committee responsibilities. Monitors district program implementation to assure compliance with state and federal regulations. Assists in monitoring categorical budgets that support implementation of the district's Master Plan for English Learners. Monitors language development and academic performance of English learners.

**Directly Responsible To**

**Director, Dual Language and English Learner Services**

**Supervision**

Supervises and evaluates certificated and classified staff as assigned.

**Examples of Duties (to include, but not limited to:)**

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

1. Assists **Director, Dual Language and English Learner Services** in the implementation of the district's Master Plan for English Learners and dual language programs. **E**
2. Assists **Director of Dual Language and English Learner Services** in the planning, implementation and evaluation of categorical programs that support the district's base program for the instruction of English learners. **E**
3. Assists schools in site plan development, implementation and evaluation, especially as it refers to the improvement of instruction and academic achievement of English learners and students in dual language programs. **E**
4. Assists in compliance and program reviews. **E**
5. Provides school administrators with technical assistance in forming and leading English Learner Advisory Committees (ELAC).

6. Coordinates formation and facilitates District English Learner Advisory Committee (DELAC).
7. Assists **Director, Dual Language and English Learner Services** in preparing categorical program applications and grants.
8. Supervises and evaluates certificated and classified staff as assigned.
9. Assists in the delivery of professional development in English Learner programs and dual immersion programs and services.
10. Formulates and monitors program budgets as assigned.
11. Establishes and maintains central record-keeping procedures for student identification, materials, equipment and finances required by the programs.
12. Develops and provides necessary forms, such as letters to parents, parental consent forms, summarization reports, program proposal forms, program evaluation forms and others as needed.
13. Assists in monitoring assigned categorical program budgets.
14. Develops and maintains accounting procedures for programs that will conform to state and federal regulations.
15. Assists in completing annual state and federal reports.
16. Assists in preparing appropriate ongoing state and federal project applications.
17. Provides for parent education and parent involvement as appropriate.
18. Takes leadership in creating healthful human relationships which will provide for a suitable climate for learning and teaching.
19. Attends job-related meetings and activities specified by the **Director, Dual Language and English Learner Services**.
20. Performs additional duties assigned by the **Chief, Educational Services**.
21. Performs those duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Superintendent.

## **DESIRABLE QUALIFICATIONS**

### **Knowledge of:**

1. Knowledge of theoretical concepts, research, and practice regarding the learning and teaching of language.
2. Knowledge of effective and appropriate teaching strategies, curricular programs and materials for students learning English.
3. Ability to speak and write effectively.
4. Knowledge of school district operations and procedures.
5. Knowledge of state curriculum frameworks and standards.
6. Ability to effectively facilitate groups.
7. Ability to exercise good judgment and tact.
8. Ability to work effectively with all constituents.
9. Ability to analyze and synthesize data and recommend appropriate action.
10. Knowledge of effective training and professional development strategies.
11. Ability to travel between sites.

### **Skill In:**

1. **Handling confidential information with discretion.**
2. **Establishing and maintaining effective working relationships.**
3. **Interpersonal skills using tact, patience, and courtesy.**
4. **Leadership of teams and departments.**

### **Education and Experience:**

#### **Must possess the following requirements or the equivalent for each of the items listed:**

1. Post graduate work in school administration, curriculum and instruction, or a related field.
2. Successful experience as a classroom teacher.

3. Progressively responsible and successful experience in providing leadership in a school or district setting.
4. Possession of an appropriate school administrative credential.
5. Experience in directing, supervising and evaluating the work of others.
6. Experience in developing and providing staff training and professional development.

**Environment:**

**District office environment: fast-paced work with deadlines; frequent interruptions and high demand to multi-task and complete job duties with stringent timelines; maintains high regard for exemplary customer service.**

**Physical Abilities:**

**Hear and speak to exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports; sit or stand for extended periods of time; work at a desk, conference table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders and horizontally; lift objects weighing up to 25 pounds.**

Diablo Managers Association

Range 25 – 222 Days

Approved by the Board of Education: January 9, 2012

Revised: