

MT. DIABLO UNIFIED SCHOOL DISTRICT

**ADMINISTRATOR FOR ENGLISH LEARNERS (EL) AND SOCIOECONOMICALLY  
DISADVANTAGED (SED) STUDENT SUPPORT**

**Primary Function**

Under the general direction of the Director of English Learner Services, works with school sites for 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, English Learner Services

**Supervision**

Supervises and evaluates certificated and classified staff as assigned.

**Major Responsibilities**

1. Assists Director of English Learner Services in the implementation of the district's Master Plan for English Learners.
2. Assists Director of 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.
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.
4. Assists in compliance and program reviews.
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 of 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 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 of English Learner Services.
20. Performs additional duties assigned by the Assistant Superintendent of Student Achievement and School Support.
21. Performs those duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Superintendent.

## **Qualifications**

### **Knowledge and Skills**

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.

### **Education, Training and Experience**

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.

### Sample Physical Abilities

Hear and speak to make presentations and 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 and to observe other personnel; sit or stand for extended periods of time; work at a desk, conference table, small student classroom 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

Salary Range 25

Approved by Board of Education: