



# RIALTO UNIFIED SCHOOL DISTRICT

## DIRECTOR, ENGLISH LEARNER PROGRAMS Management Job Description

### DEFINITION

Under the direction of the Associate Superintendent, Education Services, plans, organizes, manages and directs the District's English Learner Program; monitors funding and services offered by the District and assures compliance; supervises and evaluates the performance of assigned staff.

### ESSENTIAL DUTIES

- Develops and implements the English Learner (EL) Master Plan.
- Coordinates and monitors the development, implementation and evaluation of the District's program for students who are English Learners.
- Monitors all District and school site EL budgets.
- Supervises the Language Assistance Center (LAC) and translation services.
- Assists schools with the procedures and requirements for EL programs; i.e., regulations, guidelines and compliance.
- Coordinates the annual administration of the California English Language Development Test (CELDT).
- Assists principals with the development of site plans and preparation for program reviews.
- Provides articulation between categorical, EL, Special Education and regular education programs.
- Conducts District English Learner Advisory Committee (DELAC) meetings.
- Assists with coordination of purchases and development of appropriate materials for use in EL programs K-12 to align with the State Standards.
- Develops baseline data and establishes goals for EL programs.
- Coordinates and provides professional development for certificated and classified staff.
- Prepares clear and concise State and Federal reports and mandates for sites and District; i.e., budgets, FPM, and Title III.
- Coordinates, implements, and evaluates EL programs, pupil placement, achievement, and reclassification criteria and monitoring.
- Facilitates development of curriculum, staff development, assessments and pacing guides for English Learners.
- Provides leadership, oversight and guidance to teachers on assignment, EL Instructional Strategists(K-8), and Language Development Strategists(Gr. 9-12).
- Works with Directors of Elementary and Secondary Education and Special Education Coordinators to ensure program implementation and continuity.

### QUALIFICATIONS

**Knowledge of:** Administrative training and staff development principles and techniques; curriculum alignment, authentic assessment, learning theory and effective instructional practice.

**Ability to:** Establish and maintain effective professional working relations with staff, District personnel and other agencies; make presentations to various audiences and facilitate organizational development; supervise and evaluate the performance of assigned staff; interpret, apply and explain rules, regulations, policies and procedures; attend and support District and school site events.

## **EXPERIENCE AND EDUCATION**

**Experience:** Five (5) years successful teaching experience and five (5) years administrative experience.

**Education:** Master's degree from an accredited university; valid California Teaching Credential; valid California Administrative Credential K-12; EL authorization.

## **PHYSICAL DEMANDS**

### **Physical class:**

Moderate lifting - 50 pounds maximum with occasional lifting and/or carrying objects weighing up to 25 pounds.

### **Work area requirements:**

Ability to traverse any part of 40 acres, including construction site, campuses, fields, and concrete/asphalt areas; ability to use common school hand tools, computer, telephone and photocopy machine.

### **Physical requirements:**

The time requirements are listed considering this wording and meaning:

Occasionally/low - up to 3 hours  
Frequently/Medium - 3 to 6 hours  
Constantly/High - 6 to 8 hours

Stooping:	Low	Carrying:	Occasionally
Bending:	Frequently	Standing:	Occasionally
Lifting:	Occasionally	Kneeling:	Low
Reaching:	Occasionally	Sitting:	Occasionally
Handling:	Constantly	*Driving:	Occasionally
Grasping:	Occasionally	Walking:	Constantly
Fingering:	Occasionally	Push/Pull:	Occasionally
Keyboarding:	Medium - must be literate		

**\*Verification of the possession of a valid California Motor Vehicle Operator's License, a DMV printout and insurability by the District's liability insurance carrier is required.**

### **Frequent motion:**

Twisting:	Low
Wrist flexion:	Frequently
Elbow flexion/extension:	Frequently
Reaching to shoulder level:	Occasionally
Forward shoulder/neck flexion:	Occasionally - 3 hours per day
Reaching to above shoulder level:	Occasionally
Reaching below shoulder level:	Frequently

### **Sensory requirements:**

Ability to see:	Constantly
Ability to hear:	Constantly
Ability to talk:	Constantly
Ability to smell:	Constantly
Ability to touch:	Constantly

**Must be able to deal with these environmental considerations:**

Heat:	Has own controls
Odor:	Yes
Noise:	Yes
Humidity:	Occasional
Moisture:	Occasional
Fluorescent lights:	Yes
Floor may be slippery at times:	Tiled areas
Working in close quarters with others:	Yes, all the time
Working inside:	95% of the day
Working outside:	5% of the day

**This job requires:**

Alertness:	Constantly
Attention to detail:	Constantly
The use of two hands:	Constantly
Recall of names and dates:	Constantly
Ability to work in temperatures down to 30 degrees and up to 105 degrees.	

**Ability to deal with psychological factors:**

Team work:	Constantly
Frustration:	Moderate - depends on the time of year
Repetitive tasks:	Yes, signature
Level of responsibility:	High
Must keep up with schedule:	High
Able to work extended hours as needed:	High
Dealing with upset employees, parents, community members:	Moderate

**Physiologic factors:**

Must maintain a high level of consciousness:	Yes
Orientation to time, place or person:	Yes
Ability to read at 12 <sup>th</sup> grade level:	Yes
Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes

rlw: 10/2013

**AN EQUAL OPPORTUNITY EMPLOYER  
RIALTO UNIFIED SCHOOL DISTRICT IS A "DRUG and TOBACCO-FREE WORKPLACE"**