



**DIRECTOR  
ENGLISH LEARNERS AND MIGRANT EDUCATION**

Revision Date: 09/26/12

**BRIEF DESCRIPTION OF POSITION:**

The Director of English Learners (EL) and Migrant Education, under the direction of designated district administrator, shall be responsible for district level management functions associated with English Learners, Migrant Education, Title I, EIA/LEP, and other categorically funded programs designed to provide academic support for high school students. Additional duties include overseeing the related district budgets, assisting school site administration with the development of academic support programs, coordinating related staff development, coordinating related assessments, researching effective curriculum and instruction, evaluating program effectiveness, monitoring compliance with governing regulations, assisting with feeder school articulation for categorical participants, and improving parental involvement.

**MAJOR DUTIES & RESPONSIBILITIES:**

- a. Ensures that all ELs across the district receive a high quality program of instruction that leads to proficiency in English, high levels of academic achievement, high school graduation, and preparation for Twenty-First Century learning leading to college and/or career pathways. E
- b. Monitors the achievement of EL and Migrant students district-wide, and works with sites to develop and implement instructional programs to improve the academic achievement of students in these programs. E
- c. Assists site administrators, counselors, and teachers in the implementation of the EL and Migrant Education program activities: English Language Development (ELD), Specially Designed Academic Instruction in English (SDAIE), Response to Intervention (RTI), career guidance, attendance improvement, summer school, and health services. E
- d. Coordinates program planning and implementation of state and federally funded programs including Title I, EIA/LEP, Migrant Education, and others. E
- e. Monitors EL, Migrant Education, and other categorically funded programs for compliance. E
- f. Prepares district budgets related to categorically funded education programs, and assists site administrators in developing plans for effective use of categorical funds. E
- g. Participates in regular instructional classroom visitations at each school site in the district, and provides useful and timely feedback to teachers that can be used to improve instruction and guide professional development. E
- h. Works with the EL Learning Design Coach to support and monitor schools in developing effective EL programs. E
- i. Provides professional development opportunities for certificated and classified personnel.
- j. Annually, assists counselors in developing required Individual Learning Plan (ILP)'s for all Migrant Education students. E
- k. Assists counselors in developing required Individual Learning Plan (ILP)'s for all Long Term English Language Learners (LTEL) and Migrant Education students. E
- l. Monthly, reviews and interprets information on the Migrant Student Record Transfer System, the Student Assessment Profile, and Needs Assessment. These data include: test scores on CELDT, California Standard Test (CST), California High School Exit Exam (CAHSEE) minimum proficiency, credit accrual, and attendance. E
- m. Monitors student eligibility for Migrant Education programs, keeping site administrators informed of changes in counts and eligibility. E
- n. Coordinates the migrant education guidance technicians. E
- o. Coordinates recruitment of students and parents to attend regional and district conferences and competitions. E
- p. Collaborates with other Migrant Education directors, and attends regional meetings and conferences. E
- q. Serves as a community liaison for the District. E
- r. Coordinates the District English Learner Advisory Committee and the Migrant District Parent Advisory Committee. E
- s. Assists administrators in the design and implementation of plans for parent education programs and increased parental involvement. E
- t. Works with site administrators, school personnel, and parents to establish a parent Welcome Center at each school site. E
- u. Submits regular reports to the Executive Cabinet on the effectiveness of categorical programs and progress of ELLs.

- v. Prepares and delivers reports to the Board of Trustees as directed. E
- w. Coordinates the Supplementary Education Services for schools in Program Improvement. E
- x. Works with the Director of Curriculum and Assessment in the supervision of the CELDT exam. E
- y. Coordinates and facilitates the regular meetings of foreign language department chairs. E
- z. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

**KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

- 1. Ability to plan, organize, prioritize, and manage time for self and others.
- 2. Appropriate interpersonal style and methods to guide individuals and groups toward task accomplishment.
- 3. Leadership skill in facilitating processes such as consensus building and conflict resolution.
- 4. Knowledge of effective administrative and managerial practices and ability to implement them.
- 5. Ability to work effectively with all racial, ethnic, socioeconomic, linguistic, and disability groups.
- 6. Ability to communicate effectively with supervisors, co-workers, community representatives, and District personnel, both individually and as a group.
- 7. Ability to compose and comprehend written communication.
- 8. Ability to observe, evaluate, and utilize subordinates effectively.
- 9. Mobility to travel to other sites/locations.
- 10. Ability to cope with high volume work and multiple tasks.

**REQUIREMENTS**

<b>WORK YEAR:</b>	Certificated Management Work Year
<b>CREDENTIAL:</b>	Current valid administrative credential
<b>EDUCATION:</b>	Master's degree or equivalent
<b>EXPERIENCE:</b>	Five years of successful teaching and five years in administration
<b>SALARY:</b>	Certificated Management Salary Schedule - Categorically Funded
<b>BENEFITS:</b>	Medical (employee contribution), 100% dental, vision, and life insurance