

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

**DIRECTOR II,
STUDENT SUPPORT PROGRAMS TK-12 LANGUAGE ACQUISITION**

DEFINITION

Under the direction of the Assistant Superintendent, Curriculum and Instruction Pre K-Grade 5, the Director II, Student Support Programs TK-12 Language Acquisition supports the educational programs of the District by directing, managing, supervising and coordinating systems, procedures and policies pertaining to the Districts to K-12 English Learner (EL) students ensuring students are college and career ready.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Develop, manage and coordinate the programs related to English Learner (EL) students including designated and integrated English Language Development (ELD), Language Immersion (LI), and supplemental technology programs ensuring compliance with EL Federal, State and District laws, regulations, mandates, and procedures.
2. Plan, develop, organize, confer and administer support systems and intervention programs which provide optimal and/or alternative learning opportunities for all students.
3. Advise, counsel, and assist instructional, support, and ancillary staff with problem solving activities to determine alternative solutions to provide optimal and/or alternative learning opportunities for students.
4. Meet with parent, District English Learner Advisory Committee (DELAC), and teacher advisory groups to strengthen instructional delivery models and proactively resolve issues.
5. Support school site staff with the development and enhancement of effective English Learner Advisory Committees (ELAC).
6. Analyze state and District EL assessment results and develop program modification as necessary.
7. Collaborate with internal and external agencies and youth services to assist EL students and their families.
8. Provide professional learning and parent education activities as needed, in the area of facilitating student achievement.
9. Oversee the transition of EL students between elementary, middle and high schools.
10. Assist parents with questions and concerns about EL programs and related matters.
11. Support outreach efforts to parents of EL students to increase parent involvement.
12. Assist with the supervision of Migrant Education, Economic Impact Aid, Title III Programs, Two-Way Immersion Programs, and Language Assessment Center.
13. Participate in budget planning activities, and develop expenditure review and control procedures to ensure an appropriate and cost beneficial/effective operations. May be responsible for managing, monitoring, and evaluating specially funded programs to ensure compliance with funding agency standards and guidelines.
14. Evaluate, supervise and counsel members of staff to improve employee performance ensuring staff adhere to District, state and federal professional standards.

EXAMPLES OF DUTIES (Continued)

15. Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.
16. Direct, supervise, observe, assess, and evaluate site personnel performance ensuring all staff members adhere to District, state and federal educational and professional standards.
17. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
18. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

QUALIFICATIONS

Knowledge of: Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques; current trends and research concerning the growth and development of school-age students; child and adolescent guidance principles and practices; community relations; effective oral and written communication skills; current research and trends for effective EL programs including best practices in teaching and learning, language development, intervention, data analysis; support programs (i.e. EIA, Title II, AVID); fiscal management;

Ability to: Direct, manage and lead the functions and activities of counseling and health services department of a school district; demonstrate effective, organizational, and administrative leadership; provide specialized resource support and coordination of a comprehensive student resource for at-risk students; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish and maintain professional relationships with pupils, parents, community members, colleagues and staff; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact, and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; establish and maintain records; maintain effective relations with community agencies; serve as a resource to instructional and management personnel and community youth service agencies; comply with the District's customer service standards, as outlined in Board Policy.

Education: Master's degree from an accredited college or university in a related field.

Experience: Six years of successful teaching experience including four years of successful experience in a management or supervisory position. Bilingual (English/Spanish) skills desired.

Credential: Valid California Teaching Credential; Valid California Administrative Services Credential; Bilingual preferred.