# Dodge City USD 443 Director of ESL and Diversity

# Job Description

**Purpose**: The Director of ESL and Diversity provides leadership to coordinate and supervise the effective delivery of ESL/migrant and bilingual services offered in the district. The Director must work closely with the community, staff, and administration of USD 443.

**Responsible to**: The Deputy Superintendent of Curriculum & Instruction

**To Apply Contact:** Yalanda Tieben, Human Resources Specialist, [TIEBEN.YALANDA@usd443.org](http://TIEBEN.YALANDA@usd443.org), or <http://usd443.org/>

**Last Date to Apply: January 29, 2021**

**Terms of Employment:**

* Twelve month contract with school and other recognized district holidays.
* Twenty days of vacation.
* Ten sick leave days accumulative to one hundred.
* Two personal leave days accumulative with sick leave days to one hundred
* Annual salary and fringe benefit as determined by the Board of Education.
* Professional dues allowance up to $350.
* Evaluation in accordance with district evaluation procedures.

**Qualifications**:

* Master's degree from an accredited college or university with administrator certification appropriate to program responsibilities.
* Administrative experience minimum 3 years
* Current Kansas Certification or Licensure required with an ESL endorsement preferred.
* Knowledge of curriculum development and deployment
* Ability to demonstrate sensitivity, tolerance, and understanding toward people of various cultures and languages.
* Strong organizational and management skills; management experience preferred.
* Proven experience with budgets and grants.
* Kansas Certification of Health on file (after employment offer is made).
* Bilingual in English and Spanish preferred.
* Strong collaboration skills with proven results
* Such alternatives to the above as acceptable to the Board of Education.
* Proven experience with building positive engagement with parents and community

**Essential Functions**:

* Provide professional leadership in organizing, administering, supervising, and evaluating the effective delivery of ESL/migrant and/or bilingual services.
* Establish an optimum learning environment within the ESL/migrant education program.
* Ensure that all ESL/migrant programs and activities conform to federal, state, and district guidelines.
* Communicate effectively with district staff, community agency representatives, and members of state and federal agencies having an impact on program administration.
* Support the value of an education as well as the philosophy and mission of the ESL/migrant program.
* Ensure that program policies and procedures are in compliance with federal and state guidelines.
* Provide for staff development training in response to staff and student needs.
* Collaborate with various program directors and supervisors in the coordination and integration of appropriate program services and in the elimination of duplicated services.
* Stay current with literature and research related to program responsibilities and share information with other staff and team members.

**Physical Requirements/Environmental Conditions**:

* Must be able to work in office, classroom settings and remotely
* Must be able to travel among district buildings.
* Must lift materials and equipment up to 50 pounds on occasion.

**General Responsibilities**:

* Direct and administer the district ESL/migrant and bilingual programs
* Supervise and evaluate ELL/Migrant Staff
* Prepare and administer all aspects of the program budgets including the equitable and/or adequate allocation of bilingual and/or other appropriate funds to building sites; provide for expenditure control on established budgets.
* Maintain budget allocations for district reimbursement of tuition for classes leading to an ESL endorsement.
* Consult and plan with district administrators in the following areas:
* Needs assessment and in-service planning and delivery
* Program development and evaluation.
* Budgeting.
* Staffing.
* Monitoring
* Oversee and/or collaborate in the writing of appropriate grant applications for federal, state, or other special funds to meet district program needs.
* Keep complete, up-to-date and accurate records as required by law, policy, and administrative regulation.
* Prepare and/or monitor reports for all aspects of the district program which may include but not be limited to the following concerns:
	+ Progress reports.
	+ Language Surveys.
	+ Language proficiency assessments.
	+ Staffing and recruitment efforts.
	+ Program evaluation and revision.
	+ Budgeting.
	+ Grant application and administration.
* Present reports to the Board of Education, state and federal agencies, the administrative council, etc.
* Be actively involved with recruiting, interviewing, and recommending staff for the ESL/migrant and bilingual programs.
* Plan and oversee appropriate inservice activities for both the certified and classified staff members of the ESL/migrant and bilingual programs.
* Collaborate with district administrators and community agency representatives in researching, implementing, and evaluating both new and existing programs and services for the improvement of program effectiveness.
* Collaborate with district teachers and administrators in the development and maintenance of program goals and outcomes.
* Gather information that will be useful in determining how to meet the needs of students and parents relative to improving attendance and making the school experience more meaningful.
* Present a positive image of the school district to parents and be able to convey a genuine concern for the education, growth, and development of each child.
* Assist in developing ways of involving parents in the activities of the school and community.
* Serve as chairperson for the district ESL/Migrant Committee and/or Family Engagement Committee
* Supervise the administration of all program assessments and conduct analysis of test results for all schools and areas of testing.
* Provide for the effective evaluation of both certified and classified staff and monitor the completion of evaluation schedules in accordance with state law and district policy.
* Provide leadership in establishing new programs and developing improved understanding of existing programs.
* Evaluate existing programs as an ongoing responsibility and recommend changes and additions as needed.
* Establish procedures for placement, evaluation assignment, and reappraisal of students with regard to needed language services.
* Assume responsibility for personal professional growth and development; be knowledgeable of current literature, research, and techniques; and attend appropriate professional meetings and conventions.
* Approve all department staff requests for attendance at professional meetings and conferences.
* Conduct and/or provide for staff in-service training on topics essential to the development of positive skills and attitudes concerning multicultural, at-risk, and/or language minority issues; provide for essential follow-up with staff.
* Maintain a current list of ESL endorsed teachers and of teachers on an approved endorsement plan.
* Work to gain the attention and support of minority groups in the community for the goals and outcomes of the district; encourage minority group attendance at Board of Education meetings.
* Adhere to all district policies including the health and safety precautions in the Blood borne Pathogens Exposure Control Plan and the Hazard Communication Plan.
* Maintain required paperwork for the district grant and other state department regulations.
* Work with program supervisors and administrators on calculating and projecting bilingual funding for site-base decision making processes.
* Perform all other responsibilities as directed by an administrative supervisor or the Board of Education.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board’s policy on Evaluation of Professional Personnel.