



POSITION DESCRIPTION

JOB TITLE: Director, Bilingual Multicultural Education 0114		
DATE: Updated	DEPARTMENT OR SCHOOL: Bilingual Multicultural Education Office	DIVISION:
BARGAINING UNIT: District Executives & Cabinet		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non - exempt
Pay Schedule:	Management Approval:	
Pay Range:		
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.)</p> <p>Provides leadership, direction and supervision to MPS Language Acquisition and Cultural Programs and services, including programs for English language learners (ELLs) and developmental bilingual students in accordance with local, state, and federal policies and guidelines. The director supervises programs for American Indian students and world languages. The director also serves as the district's Title III Director and is responsible for other grants (i.e. refugee grants).</p>		

Major Duties & Responsibilities: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
 - 2) No other employee is available to perform that function,
 - 3) The function is highly specialized, and
 - 4) Removing the function would fundamentally alter the job.

1. Provide leadership, direction, supervision, both personally and through curriculum specialists and the supervisor, and support to bilingual, ESL, American Indian and World language programs within MPS.
2. Develop and refine the philosophy, policies and operating procedures for the implementation of bilingual education, ESL, American Indian and World Language programs in consonance with other school district policies, relevant state statutes and federal law.
3. Provide resource personnel to schools and support services to students for the development and/or improvement of bilingual education, ESL, American Indian and World language programs and implement guidelines as well as Title III support
4. Administers, supervises and coordinates, both directly and through supervisory personnel, the day-to-day operations and activities of the Bilingual/Multicultural Education Office including placement of ELLs, language assessment and monitoring of ELLs students, curriculum development, supervision of bilingual/ESL staff, American Indian staff and World language staff.
5. Hold quarterly meetings with Bilingual/ESL principals for information dissemination and professional development in programmatic and compliance matters related to ELLs as well as Title III support.

6. Monitor the language acquisition of language minority and ELLs students in the bilingual education and ESL programs from the point of entry to exit; monitor the academic achievement of student populations that the Bilingual/Multicultural Education Office services.
7. Monitor the academic achievement of American Indian students and language immersion program students.
8. Develop and monitor a budget that adequately meets the personnel and programmatic needs of the office
9. Translation services
10. Develop and monitor Title III budget as well as participate in the development of the district's ESEA Consolidated Plan.
11. Initiate and promote modified and/or new programs for linguistic and culturally diverse populations.
12. Monitor ELL language and academic progress to meet the Annual Measurement Achievement Objectives for ELLs as mandated by NCLB.
13. Collaborate with the Assessment Office of MPS in the academic and language assessment issues/mandates for ELLs.
14. Communicate to and collaborate with community and civic groups, institutions of higher education and community based agencies which serve linguistic and culturally diverse populations as well as promote the development of education services for parents of linguistic and culturally diverse populations.
15. Collaborate with other programs affecting linguistic and culturally diverse populations and advocate for improving and expanding services for linguistic and culturally diverse populations in Special Education, Title I, Gifted & Talented, IB and AP programs and other district initiatives.
16. Collaborate with the Department of Curriculum and Instruction for equitable participation of linguistic and culturally diverse populations in all district curricular activities, as well as professional development activities for teachers of linguistic and culturally diverse populations.
17. Collaborate with other central services departments and divisions to ensure compliance matters are met accordingly.
18. Work with DPI in matters of policies, procedures, reports, grants, etc. pertaining to the implementation of the Bilingual Education Program.
19. Actively supports the MPS strategic plan.
20. Completes other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Supervised by the Executive Director of Curriculum & Instruction

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Directly supervises; Bilingual/ESL/World Languages Curriculum Specialists, ELL Lead Teacher, Bilingual Community Liaison, District translator, Language Assessor, First Nations Coordinator and secretarial staff

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Masters Degree

Supervisor/Coordinator/Director of Instruction license (10) or ability to obtain within two years
Certification in the area of Bilingual Education is preferred or work closely with Bilingual Education Programs;
knowledge/experience in ESL.

Experience Requirements

Minimum of five years successful supervisory and/or teaching experience

Knowledge, Skills, and Abilities

Proficient/fluent in English and Spanish and other relevant languages. Knowledge of federal, state and local regulations (Bilingual Education State Statutes for appropriate implementation). Knowledge of Title III/NCLB compliance mandates for ELLS. Strong organizational and prioritizing skills; ability to manage multiple/various projects/grants simultaneously and on a timely manner. Experienced in working with diverse groups and demonstrated leadership ability and experience. Ability to maintain and manage a departmental budget. Strong oral and communication skills as well as interpersonal skills; ability to communicate effectively with Board members, administrators, teachers, students and members of the community. Strategic planning skills are essential.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Environment is that of a typical office. Moderate physical activity such as walking and standing is necessary.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Those associated with a general office environment.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.