



## OFFICE OF HUMAN RESOURCES

### Job Information

<b>Job Title:</b> <i>Manager II, Department of Bilingual Multicultural Education</i>	<b>Last Revised/Approved:</b> <i>November 2018</i>
<b>Job Code:</b>	<b>Reports To:</b> <i>Director of Bilingual and Multicultural Education</i>
<b>Office:</b> <i>The Office of Academics</i>	<b>Department:</b> <i>Bilingual Multicultural Education</i>

### Compensation Information

<b>Pay Grade:</b>	<b>Pay Range:</b>
<b>FLSA Status:</b> <b>Exempt</b>	<b>Term of Employment:</b> <i>FT</i>

### Position Summary/Purpose:

Provides leadership, direction and supervision to programmatic services for English Learners, such as Dual Language and ESL programs in accordance with local, state and federal policies and guidelines in coordination with the Director of Bilingual and Multicultural Education. Oversees Title III and is responsible for other grants (i.e. refugee grants and Lau Compliance including implementation and monitoring. Assumes general responsibility, as assigned by the Director of Bilingual and Multicultural Education, for the leadership, direction and coordination of K-12 Bilingual programming.

### Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

### Management Competencies:

- Developing Others
- Managing through Processes and Systems
- Strategic Agility and Innovation Management
- Functional/Technical Skills

### Essential Functions:

- Provides leadership, direction and supervision, both personally and through curriculum specialists and the supervisor to bilingual, ESL, and Newcomer programs within MPS in collaboration with the Director
- Provides resource personnel to schools and support services to students for the development and/or improvement of bilingual education and ESL programs and implements guidelines as well as Title III support in collaboration with the Director
- Administers, supervises and coordinates, both, directly and through supervisory personnel, the day-to-day operations and activities for placement of ELLs, language assessment and monitoring of ELLs students, curriculum development, and supervision of bilingual/ESL staff in collaboration with the Director

- Monitors the language acquisition of language minority and ELL students in the bilingual education and ESL programs from the point of entry to exit; monitors the academic achievement of student populations that the Department of Bilingual and Multicultural Education services.
- Assists in the development and monitoring of the Title III budget as well as participates in the development of the district's ESEA Consolidated Plan
- Assists in the initiation and promotion of modified and/or new programs for linguistic and culturally diverse populations
- Monitors ELL language and academic progress
- Collaborates with the Assessment Office of MPS for the academic and language assessment issues/mandates for ELLs
- Communicates to and collaborates with community and civic groups, institutions of higher education and community based agencies which serve linguistic and culturally diverse populations as well as promotes the development of education services for parents of linguistic and culturally diverse populations and serves as a liaison with community and civic groups with the best interests of the district in mind at the delegation of the Director
- Collaborates with other programs affecting linguistic and culturally diverse populations and advocates 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.
- Collaborates 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 in collaboration with the Director
- Collaborates with other central services departments and divisions to ensure compliance matters are met accordingly. Prepares compliance reports as requested.
- Assists in working with DPI in matters of policies, procedures, reports, grants, etc. pertaining to the implementation of the Bilingual Education Program.
- Actively supports the Five Priorities for Success
- Completes other duties as assigned

### ***Education Requirements:***

- Master's Degree in education with an emphasis in Administrative Leadership, Curriculum and Instruction or Pupil Services from an accredited college or university required.
- Wisconsin Department of Public Instruction Professional or Master Educator teacher license (any area) required. Out of state applicants must hold a "professional" teacher license from the state in which they are licensed. Provisionally or "Initial Educator" licensed teachers are not eligible for this position.
- Wisconsin Department of Public Instruction Administrator License: #10 Director of Instruction preferred

### ***Experience Requirements:***

- Five (5) years of professional teaching experience as a licensed teacher in a K-12 setting required
- One (1) year as a licensed administrator preferred
- Fluency in a foreign language is desired

### ***Knowledge, Skills and Abilities:***

- The position requires the ability to develop, communicate and implement strategic plans and goals.
- Experience in the implementation and use of technology and automated systems for streamlining business processes.
- Experience in supervising staff.
- Experience managing budgets and benefits.

- Experience and knowledge in working with diverse groups and the ability to communicate effectively with Board members, administrators, teachers and members of the community, to include insurance companies.
- Excellent oral and written communication and presentation skills are necessary.
- Must be able to handle multiple responsibilities with differing yet established deadlines.
- Must have the ability to evaluate and negotiate benefit, and insurance plans, services and programs to be offered by the district.
- Leadership skills, organization and external awareness, creativity toward operations, strategic and systems thinking skills are necessary.
- High degree of computer literacy with knowledge of current MS Office software is required.

### **Working Environment:**

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

- Typical office or school environment
- Position may be required to work additional hours, outside of the normal business day as a regular part of the job
- Frequently required to travel around the city of Milwaukee and occasionally travel out of town

### **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.*

### **Equal Opportunity:**

The Milwaukee Public Schools does not discriminate in its programs, activities, facilities, employment, or educational opportunities on the basis of a person's sex, race, age, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or disability. Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

In accordance with Wisconsin Statutes, every applicant for a position with Milwaukee Public Schools will be subject to the open records law. Any applicant not wishing to have his/her identity released, must submit a written statement to that effect to the Department of Human Capital. The identities of all "final candidates" may be released. Milwaukee Public Schools reserves the right to interview the best qualified candidates.