

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR-ENGLISH LEARNER SERVICES

BASIC FUNCTION:

Under the direction of the Associate Superintendent, Education Service, plan, organize, control and direct the implementation, operation and evaluation of English learner programs and services; direct and manage fiscal operations of programs; train and supervise the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Plan, organize, control and direct the implementation, operation and evaluation of English learner programs and services; assure program compliance with District, State and Federal laws, rules and regulations; coordinate and facilitate parent and community involvement in programs and projects.

Train and supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Direct and manage fiscal operations of English learner programs and services; assure funding from State, federal and private organizations; serve as a liaison between funding agencies and the District; prepare grants and funding applications as appropriate.

Provide technical expertise, information and assistance to the Associate Superintendent regarding English learner programs and services; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise the Associate Superintendent of unusual trends or problems and recommend appropriate corrective action.

Provide informational support to principals and other District administrators; provide recommendations for improving and developing the operations of English learner programs and services; develop informational materials related to English learner programs and services.

Plan, organize and implement long and short-term programs and activities designed to enhance English learner programs and services; collaborate with the Board of Education, District personnel and parents to assure the smooth running of English learner programs and services; utilize resources to develop instructional programs for children with special needs.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; compile and analyze data.

Communicate with other administrators, personnel and outside organizations to coordinate

activities and programs, resolve issues and conflicts and exchange information.

Develop and prepare the annual preliminary budget for the Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned; operate a vehicle to conduct work.

Attend and conduct a variety of meetings, conferences and workshops as assigned.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of English learner programs and services.

State, federal and private funding sources.

Fiscal management of English learner programs and services.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct the implementation, operation and evaluation of English learner programs and services.

Supervise the performance of assigned personnel.

Direct and manage fiscal operations of English learner programs and services.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports and files related to assigned activities.

Maintain consistent, punctual and regular attendance.

Hear and speak to exchange information and make presentations.

Move hands and fingers to operate a computer keyboard.

See to read a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: master's degree and five years teaching experience including three years of increasingly responsible experience in administration.

LICENSES AND OTHER REQUIREMENTS:

Valid California Teaching credential.
Valid California Administrative Services credential.
Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.