



T U L S A

PUBLIC SCHOOLS

Equal Opportunity Employer

Job Description

Job Title: Director of English Language Development

Reports to: Director of Federal Programs
Department: Teaching and Learning
Number of Days: 12 Months
Compensation: EG – 06
Overtime Status: Exempt
Date Job Revised: June 9, 2016

Position Summary: The Director of English Language provides vision, leadership guidance and support in the design and implementation of programs and services to support Tulsa Public Schools English learners (EL's)/emergent bilingual students. The Title III Administrator leads the design, monitoring and continuous evaluation of programs using formative and summative data. Works collaboratively with others to support improved achievement for all students

Qualifications/Job Requirements:

Education:

- Master's degree in education.
- Bilingual education or TESOL concentration highly desired.

Specialized Knowledge, Licenses, etc:

- ESL Certification and Oklahoma Teaching Certification

Experience:

- Minimum of five years of progressively responsible administrative experience in ESL and/or general education in a public K-12 setting.
- Demonstrated understanding of school operations and programs.

Specific Training/Skills:

- Knowledge of state and federal laws, regulations and interpretation regarding the Title III programs for English Language Learners.
- Knowledge of state and federal laws, rules and procedures regarding Title III finance, budgeting, and accounting.
- Demonstrated success leading major organizational change initiatives (with the involvement of diverse internal and external stakeholders) that resulted in measurable and sustainable improved student achievement.
- Demonstrated leadership skills, written and oral communication skills. Must be able to work effectively in a team environment.
- Experience in curriculum and instruction; differentiated strategies for diverse learners in both general and ESL settings.
- Knowledge and experience with models of bilingual education including one-way and two-way dual language immersion, transitional, developmental, and others.
- Strong computer skills including MS Office applications, web-based resources and email. Utilizes basic technology tools designed to communicate, deliver instruction, and analyze student instructional data.
- Ability to work under pressure with shifting priorities and tight deadlines.

Physical Requirements (If Applicable):

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Other:

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Scope of Authority (If Applicable):

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Financial Responsibility (Such as budgetary responsibility, cash management, and purchasing):

- Title III Budget Management, Compliance and Monitoring.

Customer Contacts:

- Internal: Federal Programs, ESL/Bilingual Teachers, Principals, Curriculum and Instruction, Special Education, College and Career Readiness, and others related to serving English Language Learners.
- External: Oklahoma State Department of Education, parents, community partners, and others related to serving English Language Learners.

Duties and Responsibilities:

- Provides leadership and expertise to all stakeholders that increase equitable access to high standards and high quality instruction for all English Learners. Utilizes data analysis and/or program evaluation to make informed decisions with a focus on student achievement
- Develops short and long range planning, leadership, vision and development of District policies as they relate to Title III programs, ESL and bilingual education programs and dual language instruction programs. Monitors compliance and effectiveness of program interventions. Must be able to show progress of programs and plans that leads to successful English language acquisition.
- Prepares and develops all state required applications and reporting in close collaboration with Title I office and the Office of Federal Programs.
- Ensures cooperation, collaboration and communication with administration team members and so that ESL is represented in staff development offerings, curriculum planning, textbook and materials selection and adoption, and instruction.
- Develops and manages Title III budget and provides expenditure control for the ESL department. Accountable for the efficient and effective operation of the ESL/Bilingual Department.
- Works closely and collaboratively with Title I office, Indian Education, Special Education, Gifted and Talented, and College and Career Readiness departments.
- Supervises and evaluates ESL administrative staff responsible for programs and services to EL students
- Develops relationships with building administrators, central office, various employee groups and their union representatives to ensure high quality instruction for EL's.
- Stays informed of all legal requirements governing Title III, ESL/bilingual education, migrant and immigrant student definitions according to federal law and its implications for the districts.
- Develops and implements procedures for instructional and support services which are consistent with Federal and State guidelines for services to EL's.
- Empowers positive, responsive relationships with parents, advocates, and community members.
- Facilitates meetings of the ESL Advisory Committee. Provides quarterly reports of progress of ESL plan implementation and receives input on needed plan revisions and amendments.
- Perform other related duties as assigned.