



# Longview Independent School District

## JOB DESCRIPTION **DIRECTOR OF SPECIAL PROGRAMS/BILINGUAL/ESL**

<b>JOB TITLE:</b>	Director of Special Programs/Bilingual/ESL	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Assistant Superintendent, Curriculum & Instruction	<b>TERMS:</b>	226 Days
<b>DEPARTMENT:</b>	Curriculum & Instruction	<b>PAY GRADE:</b>	Administrative 5

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### **PRIMARY PURPOSE:**

Provide leadership in the development, implementation and evaluation of programs to meet the needs of students eligible for special programs

### **QUALIFICATIONS:**

#### **Education/Certification:**

- Master's degree in Educational Administration or Curriculum and Instruction, preferred from an accredited college or university
- Bilingual endorsement or ESL endorsement
- Texas Mid-Management or appropriate Texas administrator's certificate
- Certified Texas Teacher Evaluation and Support System (T-TESS) appraiser

#### **Special Knowledge and Skills:**

- Considerable teaching, supervisory, or administrative experience, some of which shall have been related to assignment
- Technical knowledge of Bilingual/ESL compliance requirements
- Fluent in Spanish and English
- Knowledge of instructional methods, strategies and techniques, which are proven successful with limited English proficient students

#### **Experience:**

Progressively more responsible experience in special education, including teaching or related services activities and supervision or administration at the level of Coordinator I or higher

Or, any equivalent combination of education and experience that would provide the above noted knowledge, skill, and ability



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#### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Direct Bilingual/ESL programs, chapter programs, and pre-kindergarten programs in collaboration with campus staff and appropriate support and service center staff
2. Ensure compliance with state and federal mandates and guidelines
3. Coordinate compensatory education plan and at-risk dropout prevention programs
4. Manage budgets for special programs
5. Prepare reports and applications required for the program directed
6. Provide support to campuses in the implementation of effective special programs for students
7. Review school data and identify central office resources needed to support local school needs; recommend to the instructional council strategies in which the curriculum and instruction may be adjusted to better support local school needs
8. Manage financial responsibilities of the division of school governance, including the oversight of budget development and implementation within all school and centers
9. Serve as a liaison between and among principals, parents, central administrators, and the school board
10. Promote understanding of and ensure adherence to school board policies, regulations, and procedures
11. Supervise the planning, development, implementation, and evaluation of instructional programs and materials
12. Comply with district policies, as well as state and federal laws and regulations
13. Adhere to the district's safety policies and procedures
14. Maintain confidentiality in the conduct of district business
15. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
16. Demonstrate regular and prompt attendance



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

17. Other duties as assigned

### SUPERVISORY RESPONSIBILITIES:

### EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

### WORKING CONDITIONS:

#### Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

#### Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

#### Hazard/Unusual Demands:

Work may include extensive evening, nighttime and weekend responsibilities

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ESTABLISHED/REVISED: Feb., 2017