

SAN JOSE UNIFIED SCHOOL DISTRICT
San Jose, California

Title: MANAGER, Bilingual/ELD Programs - Elementary

Reports to: Director, Bilingual Education Professional Development

Supervises: Assigned Classified and Certificated Staff

Job Goal: To provide leadership, assistance, coordination and expertise for the implementation of the District program for servicing English Learners (EL in grades K-5

Performance Responsibilities:

1. Monitor compliance with State and Federal regulations on services for identified English Learners which includes the implementation of procedures for the Coordinated Compliance and Review (State Program for English Learners), the District's Master plan for English Learners and Consent Decree requirements related to English Learners at the elementary level.
2. Work with administrators, resource teachers and teachers to provide expertise and assistance with the planning, implementation and evaluation of bilingual and ELD programs for identified English Learners in grades K-5.
3. Work with assigned schools, special project coordinators, and assist with the ongoing planning, implementation and evaluation of bilingual and ELD programs, including EIA-LEP, Emergency Immigrant, Title VII, Title III and other programs serving EL students.
4. Provide professional development or information meetings to assure that the District policies, goals, objectives and guidelines for serving the EL students are carried out.
5. Assist target schools with planning, teaching strategies, management techniques and instructional materials.
6. Prepare the Language Census (R30) and other related reports for the California Department of Education and work with assigned personnel to write grant proposals.
7. Support with the compliance reviews and under the direction of the Director of the Bilingual Education Office address non-compliance issues at target elementary schools.
8. Assist the Director of Bilingual Education with the parent advisory groups.
9. Attend conferences, inservices, and/or course work consistent with the administrative assignment.
10. Perform other duties as assigned by the Director of the Bilingual Education Office.

Qualifications:

1. Appropriate California Administrative Credential.
2. Master's Degree.
3. Five years of successful teaching experience in the area of bilingual Education at either the elementary or secondary level, English as a Second Language, and/or related experiences.
4. Two years of resource teacher experience or equivalent.
5. Ability to apply knowledge and skills in the areas of curriculum development, program writing and program evaluation.
6. Demonstrate knowledge of current trends and development of Bilingual Education and programs for the Limited English Proficient.
7. Bilingual/Biliterate background in English and Spanish or Vietnamese preferred.
8. Understand the minority cultures within the community and understand the effects of poverty.
9. School site administration experience at the appropriate level(s) preferred.
10. Demonstrated leadership skills and organizational skills.
11. Demonstrated written and oral communication skills.
12. Ability to relate well to all members of the educational community.
13. Physical and emotional stamina.

Terms of Employment:

Salary Placement: Appropriate level and step of Administrative Salary Schedule
Work Year: 221 days

Evaluation:

Performance evaluation will be in accordance with the provisions of the Administrator Evaluation Process.