

Union Public Schools Job Description

Position Title: English Learner (EL) Administrator
Department: Teaching and Learning
Reports To: Senior Executive Director of Research, Design, and Assessment

FLSA Designation: Exempt

SUMMARY: Directs and supervises the District's EL Program in accordance with state and federal laws along with District policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Assumes responsibility for supporting all aspects of the EL Program and maintaining compliance with applicable laws and requirements for grades PK-12 at all schools.
- Articulates the purpose and components of the EL Program.
- Supports the site administrators, coaches, and curriculum specialists in maintaining the fidelity of the EL Program.
- Leads the process of establishing the curriculum for the EL Program.
- Facilitates districtwide EL professional development through collaboration with the Director of Professional Learning, EL teachers, instructional coaches, and administration.
- Maintains Union's EL Plan and ensures the Plan is implemented with fidelity and in the best interest of students.
- Evaluates applicable personnel using approved tools or methods.
- Supports the recruitment and hiring of EL staff.
- Collects and analyzes data in order to evaluate the effectiveness of the EL program.
- Realigns or re-administers EL services or programs based on evaluation results.
- Develops and maintains the Title III grant process including the budget and reporting.
- Coordinates programming from Title III and bilingual budgets to ensure adequate and ethical expenditure of funds.
- Participates in applicable state and local consortiums to stay current on regulations and practices.
- Leads collection and processing of Home Language Surveys at the district level.
- Oversee the annual bilingual count process.
- Coordinates student placement in EL classes and acts as a liaison with principals, counselors, and teachers concerning scheduling.
- Coordinates selection of appropriate materials, curriculum, equipment, and instructional delivery practices based on scientifically research-based evidence.
- Coordinates LEP (Limited English Proficiency) testing and distribution of results at the district level.
- Collects LEP and bilingual enrollment data at the district level.
- Maintains a list of available translators/interpreters in the district
- Manages or delegates the coordination of translation/interpretation services to assist with any translating/interpreting needs for languages other than those spoken by district staff.
- Keeps data and prepares documents concerning child counts, programming, student progress, and other areas as assigned.
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
- Maintains personal training and knowledge in current EL practices and standards.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: May include support and instructional staff.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Master's degree in Education, EL, ESL, or bilingual education.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Administrator Certificate required. Must also have or be in the process of obtaining ESL certification.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community. Ability to present to large audiences, school board members and other school stakeholders.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

This position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.