YOLO COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR, ENGLISH LEARNER SERVICES

BASIC FUNCTION:

Under the direction of the Associate Superintendent for Educational Services, provide leadership and support to district administrators and instructional staff K-12 for coordination, planning, development, implementation, assessment and evaluation of programs for English Learners to acquire English proficiency and achieve high social and academic standards with parent empowerment and involvement in their children's education; coordinate assigned activities with other County Office departments and outside agencies; provide responsible and complex administrative support to the County Office; supervise the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Plan, organize, control and direct the activities and operations of the English Learner Services and programs, including curriculum and instructional program development, services to County Office programs and districts, interagency resource development, grant writing and recognition and public relations programs, services and functions; coordinate assigned activities with other County Office departments and outside agencies.

Supervise the performance of assigned personnel; assist in interviewing and selecting employees and recommend transfers, reassignment, termination and disciplinary actions.

Meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Oversee assessments of the County Office to assure programs meet compliance requirements and client needs.

Provide staff assistance to the Superintendent, Associate Superintendent for Educational Services and Board of Education; conduct a variety of organizational studies, investigations, operational studies, special projects, administrative/analytical and other special projects assigned by the Superintendent.

Serve as liaison to school districts, other county offices of education and community agencies in areas related to English learner services and programs and student and family services, explain and interpret programs, policies and activities.

Provide coordination of inter-agency, State, regional, and County resources to meet the needs of school districts in support of English learner services and programs, for students and families, for grades K-12; facilitate activities assigned committees; represent County school districts at regional and State-wide planning activities relating to student and family services; coordinate County-wide staff development activities in specific areas; serve as intermediate link between State and school districts in the areas of English learner services and programs, student and family services; provide available support services as requested and needed by school districts.

Develop additional resources in support of the County Office, inter-agency or school district student programs; manage grants, identify resources and develop proposals for grants and contracts.

Provide technical expertise, information and assistance to the Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs; identify resource needs; recommend and implement policies and procedures; establish appropriate service and staffing levels and allocate resources accordingly.

Plan, organize and implement long and short-term programs and activities designed to enhance assigned programs and services.

Direct various student recognition and public relations programs.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; assure timely and accurate submission of reports.

Communicate with other administrators, elected officials, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Develop and prepare the annual preliminary budget for assigned budget(s); 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; drive a vehicle to various sites to conduct work.

Attend and conduct a variety of meetings as assigned; make presentations as directed; represent the County Office on various boards, commissions or other group meetings as assigned.

OTHER DUTIES:
Maintain current knowledge of new trends and innovations in the fields of English learner programs and services, curriculum development and instruction.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of English learner services.
Analytical skills to research, acquire, and evaluate appropriate data for effective problem-solving and decision-making.
County Office services and responsibilities of departments supervised.
Methods of communication between agencies served by the County Office on a County-wide and regional basis.

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 activities and operations of the English Learner Services department.
Coordinate assigned activities with other County Office departments and outside agencies.
Provide responsible and complex administrative support to the County Office.
Supervise the performance of assigned personnel.
Coordinate efforts between County Office departments and agencies involved in County-wide educational programs and services.
Communicate effectively both orally and in writing.
Implement, monitor, revise, and restructure educational services and delivery in accordance with government mandates and local needs.
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.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master's degree in Education or a related field in Multicultural Education, English Learners, Educational Leadership or Educational administration; and five years of increasingly responsible teaching experience including five years of management and administrative experience in bilingual education.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential.
Valid California Teaching Credential.
Valid Bilingual Certificate of Competence (BCC) or Bilingual, Crosscultural, Language and Academic (BCLAD).
Valid California driver's license.

WORKING CONDITIONS:

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

PHYSICAL DEMANDS:
Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.