



REVISED: Submitted:
07/01/2019 06/11/2019

JOB TITLE:	EXECUTIVE DIRECTOR ENGLISH SECOND LANGUAGE
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 13
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4086
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Plans and delivers district supports for English Language Learners to provide equitable access to meaningful English language development and content instruction so that all English Language Learners have the same opportunity to achieve college and career readiness. Provides leadership to and direct supervision of the ESL Department.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Manages and coordinates the overall ESL Department administration, ESL instructional programs, the ESL intake center and language services

Provides District leadership for the support of English language learners

Supports the JCPS testing unit with the administration of ACCESS for ELLs as required by federal and state regulations

Works with the ESL specialist to monitor the performance of exited ELL students who are in the first and second year of monitoring status

Develops ESL summer programming with the use of the Refugee School Impact Grant including creation of timelines, budgets, staffing, and materials to properly resource the ESL summer programs

Manages and develops the federal Title III budget

Manages the Refugee School Impact Grant and completes the Grant report

Manages the General Fund budget

Anticipates and projects General Fund budget requests for each school year

Evaluates staff as assigned

Performs all other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push, or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

Master's Degree with Kentucky certification in administration and/or supervision

Five (5) years of successful experience in area of assignment

Endorsement for Teaching English as a Second Language, all grades

Current experience working with English language learners

Effective communication skills

DESIRABLE QUALIFICATIONS

Advanced training in area of assignment

Five (5) years teaching or school administration experience

Experience in a diverse workplace