



NEW: Submitted:
03/29/2023 03/28/2023

JOB TITLE:	ASSISTANT SUPERINTENDENT OF ENGLISH LANGUAGE LEARNERS
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 16
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides leadership and assistance to principals, school teams, and district leaders for planning and developing the District's support service and instructional plan for English Language Learners. Collaborates with instructional program leadership to ensure alignment with District vision and goals and with other Assistant Superintendents to determine school needs and plan for supports/alignment. Provides leadership to the District in complying with federal and state laws and regulations as applicable to areas of supervision.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Advises and assists Principals in developing and evaluating programs and structures that support an inclusive model for English Language Learners

Focuses on using multiple sources of data to assist principals in determining ELL support strategies that promote student success

Identifies and leads professional development needs based on data indicating school/zone level needs

Provides leadership to ELL staff to support and engage families during the intake process

Ensures the intake process is appropriately staffed and effective in meeting family needs

Promotes research and data focused support for ELLs and makes shifts to ensure the district is aligned to best practices

Acts as a liaison for community partnerships and student support

Coordinates the English as a Second Language/English Language Learners program (Title 3) and services focusing on quality, consistency, compliance and alignment with District vision and goals

Collaborates with other Assistant Superintendents to determine and plan for school needs and supports

Develops the operating budget for the organizational unit and assures all functions operate within the appropriated allotment

Monitors and oversees the performance appraisal process for designated areas of supervision

Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and Jefferson County Public Schools policies, rules, and procedures relating to areas of supervision

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

Evaluates staff as assigned

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, carrying, or pushing or pulling of light objects. Employee will, at times, be asked to drive to events and community activities.

MINIMUM QUALIFICATIONS
Master's Degree with Kentucky Certification for Superintendent
Ten (10) years of successful public-school service in a certificated position
Five (5) years of successful administrative experience leading a Bilingual and/or English Language Learner program
Three (3) years of successful experience as a teacher
Demonstrated Leadership with Diverse Groups
Ability to articulate vision of best practice for instructional programs
Effective communication skills

DESIRABLE QUALIFICATIONS
Principal or district level leadership with bilingual, multilingual, and/or English Language Learner students and teacher programs
Experience in diverse workplace
Leadership experience in implementing and directing a variety instructional programs in a large urban school district setting