



REVISED: Submitted:  
07/01/2024 03/26/2024

JOB TITLE:	EXECUTIVE DIRECTOR MULTILINGUAL LEARNERS
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 13
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Plans and delivers district supports for Multilingual Learners (MLs) to provide equitable access to meaningful English language development and content instruction so that all MLs have the same opportunity to achieve college and career readiness. Provides leadership to and direct supervision of the Office of Multilingual Learners (OML). Provides oversight, guidance, and technical support to principals and district leaders around for planning and developing the District's support service and instructional plan for ML students. Plans, organizes, and executes programs and projects related to ML programming and maintains contact with other departments, the public, other agencies and/or parents on districtwide matters.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Works with Assistant Superintendent to provide leadership to ML program and content staff so that teachers and school leaders are supported
Develops and reviews program plans with the supervisor and District leadership that meets the requirements of state, federal, and District guidelines
Collaborates with District and school-based staff to support achievement for all students and close achievement and opportunity gaps
Works closely with District leadership on projects that involve internal and external/community partners
Manages and coordinates the overall Office of Multilingual Learners administration and departments
Provides District leadership for the support of multilingual learners
Supports the JCPS testing unit with the administration of ACCESS for ELLs as required by federal and state regulations
Works with the department specialists to monitor the performance of Proficient ML students who are in monitoring status
Develops ML summer programming with the use of the Refugee School Impact Grant including creation of timelines, budgets, staffing, and materials to properly resource the ML summer programs
Collaborates with other regulatory groups, including the Department of Education
Manages and develops the federal Title III budget
Manages and coordinates state, federal, and other grants in collaboration with assistant superintendent
Supports compliance with federal laws, Kentucky Statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures relating to multilingual learners
Manages the General Fund budget
Anticipates and projects General Fund budget requests for each school year
Evaluates staff as assigned
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

Performs all other duties as assigned by supervisor
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Completes all trainings and other compliance requirements as assigned and by the designated deadline
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<b>PHYSICAL DEMANDS</b>
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<p>This work is conducted in an office and school settings. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.</p>
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<p>This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing,</p>
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<p>and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek).</p>
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<p>Repetitive</p>
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<p>motions and visual acuity are required constantly (up to 100% of the workweek). The work requires activities involving driving automotive equipment and leading professional development.</p>
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<b>MINIMUM QUALIFICATIONS</b>
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Master's Degree with Kentucky certification in administration and/or supervision
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Five (5) years of successful experience in area of assignment
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Endorsement for Teaching English as a Second Language, all grades
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Current experience working with English language learners
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Effective communication skills
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<b>DESIRABLE QUALIFICATIONS</b>
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Advanced training in area of assignment
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Five (5) years of teaching or school administration experience
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Experience in a diverse workplace
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