

**Roswell Independent School District
Job Description**

Job Title: DIRECTOR OF ENGLISH AS A SECOND LANGUAGE (ESL)

Reports To: ASSISTANT SUPERINTENDENT FOR INSTRUCTION

General Job Description:

Work under general supervision of the Assistant Superintendent for Instruction.

Essential Duties and Responsibilities:

1. Coordinates planning and implementation of the Bilingual/ELD/English as a Second Language (ESL) programs with district principals.
2. Assist principals in the evaluation and assessment of Bilingual/ELD/ESL programs and personnel.
3. Creates, submits and monitors implementation of grant applications for the State Bilingual multicultural Education Bureau.
4. Implements administrative duties related to Bilingual/ELD/ESL programs for compliance with NM Public Education Department regulations.
5. Plans, organizes, and coordinate workshops and in-service programs for program personnel.
6. Plans, organizes, and coordinates professional development for district personnel to address the needs of Title III students.
7. Coordinates student placement with principals in Bilingual/ELD/ESL programs, student monitoring plans, collection of student progress data, and identifying needs of high-risk students.
8. Coordinates with school counselors for student progress assessment, identifying needs of high-risk students, and status of high-risk students.
9. Coordinates all assessment activities, including training personnel, for the assessment of the Bilingual Program and the English proficiency of all Title III students.
10. Treats people with dignity and respect while adhering to all stipulations in Board Policy 3100 Code of Ethics of the Roswell Independent School District and 3111 Code of Conduct of the Roswell Independent School District.
11. Maintain confidentiality with sensitive matters.
12. Be flexible and able to prioritize, organize and manage time/tasks and maintain accurate and detailed records.
13. Work independently with general supervision.
14. Perform other duties as directed by supervisor.

Supervisory Responsibilities:

District-wide Bilingual/ELD/ESL programs.

Qualifications:

1. Must hold a Current New Mexico Administrator's license.
2. Must hold a Current NM Certified Teacher license with a Bilingual or TESOL endorsement.
3. Three years' experience in classroom.
4. Planning, development, and implementation of policy, regulations, guidelines and procedures pertaining to district bicultural education program.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

DIRECTOR OF ENGLISH AS A SECOND LANGUAGE (ESL) (CONT'D)

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine.

Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May need to make site visits when required. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date