

**SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

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| TITLE: | Program Manager, Biliteracy and English Learner Support | REPORTS TO: | Assigned Director |
| DEPARTMENT: | Office of School Site Support | CLASSIFICATION: | Certificated Management |
| FLSA: | Exempt | SALARY GRADE: | 030 AASD |
| REVISED: | October 5, 2005 | | |

BASIC FUNCTION:

Design and implement the literacy initiative; plan, organize and direct the Office of School Site Support's Biliteracy and English Learner Support department in the development and implementation of the district's Biliteracy and English Learner Support initiative in grades K-12; supervise assigned personnel.

REPRESENTATIVE DUTIES:

Support the design and implementation of the literacy initiative for English learners; review and conduct educational research on effective English learner strategies and supports; collaborate with principals to provide assistance and feedback on instruction in English language development and staff development. *E*

Design professional development models for systemic improvement of instruction for English learners for administrators and teachers; plan and direct the district professional development for grades K-12 English learner program. *E*

Participate in the development, review, and approval of training and materials for various English learner programs at elementary and secondary levels. *E*

Provide consultation for district departments, committees, and community agencies and support groups on the English learner programs; recommend professional reading, locate research, and provide assistance with obtaining consultant service. *E*

Meet regularly with the Office of School Site Support Team to inform them on the implementation of the English learner instructional programs; provide research and professional reading materials to support learning; assist with grant writing as necessary. *E*

Direct the development and support of the instructional model for the After School Reading Program and its implementation at district schools and other English learner interventions; oversee the assessment and evaluation of the program. *E*

Participate in the design and oversee the implementation of English learner instruction in summer school and intersession programs; participate in the organization, training, design, materials selection, and evaluation of the summer school program for English learners. *E*

Collaborate and assist principals with the implementation of the English learner instruction at school sites, including planning site staff development. *E*

Assist Assistant Superintendents with monitoring English learner instruction at school sites; consult with Assistant Superintendents on instructional practices and provide resources to support practice. *E*

Collaborate with the Standards and Assessment department on ELD standards and assessment; assist with the selection and implementation of ELD assessments. *E*

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

Manage budgets, contract negotiations, materials ordering, distribution of materials, training, and the implementation of English learner grants. *E*

Select, train, evaluate, and supervise assigned certificated and classified program staff. *E*

Provide technical expertise, information, and assistance to the director regarding assigned functions; assist in the formulation and development of policies, procedures, and programs; advise the director of unusual trends or problems and recommend appropriate corrective action. *E*

Develop proposals for district and non-district financial support in literacy programs; assist with the development of the department budget and administer expenditures of approved funds. *E*

Communicate with other administrators, staff, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information. *E*

Operate a computer and assigned software programs; operate other office equipment as assigned. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a master's degree in a related field and five years of progressively responsible experience in educational administration and/or instructional improvement programs with an emphasis in English learner and/or literacy programs.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential.
Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District organization, operations, policies, and objectives.
Policies and objectives of assigned program and activities.
Budget preparation and control.
Oral and written communication skills.
Principles and practices of administration and supervision.
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, and administer English learner program activities for the district.
Train and evaluate the performance of assigned staff.
Review existing and pending legislation related to procedural guidelines and the district's English learner program and recommend origination, modification, or support of legislative measures.
Maintain current knowledge of applicable provisions of applicable federal, state and district laws, rules, and regulations.
Communicate effectively both orally and in writing.
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.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting light objects.