

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: DIRECTOR II – MULTILINGUAL & HUMANITIES EDUCATION**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent-Professional Learning & Instructional Support Division, plans, organizes, directs, administers, coordinates and implements a broad range of services related to multilingual programs; researches, creates and delivers professional development for the County Office and participating school district staff; provides leadership and support in improving teaching and learning to increase student performance and successful schools; manages the Bilingual Teacher Training Project, Title III grants, and related grants and contracts; supervises and evaluates the performance of assigned personnel; works with the School Assistance and Intervention Team (SAIT) and with Program Improvement districts and schools to improve instruction to English Learners.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plans, organizes, directs, administers, coordinates and implements a broad range of services related to multilingual programs for the County Office and school districts.

Assures compliance with federal and State regulations, and that quality programs are provided for the special needs of English Learners; interprets and applies federal and State regulations.

Develops and prepares the annual budget; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Monitors and supports development and implementation of the County Office Multilingual & Humanities Education budget; approves revisions and reimbursement claims; monitors spending to assure implementation of programs and full expenditure of funds; recaptures unspent funds and re-distributes to other programs and activities; ensures spending is allowable under federal guidance and that programs supplement and do not supplement core district services.

Monitors, supports and evaluates district service agreements to ensure implementation of quality programs and that the needs of English Learner students are accurately and effectively targeted.

Trains district and regional staff in various component areas, including program administration, fiscal issues, preschool support, health support, identification and recruitment, parent involvement and other related areas.

Plans, coordinates and evaluates summer student interventions and activities to support County Office objectives.

Manages the Bilingual Teacher Training Project, Title III grants, and related grants and contracts.

Assists with the work of the School Assistance and Intervention Team (SAIT), and works with Program Improvement districts and schools on improving instruction for English Learners.

Oversees school districts with the completion and monitoring of the Title III Plans.  
Assists school districts to increase their capacity to develop and implement programs and services that improve the achievement of English learners.

Works to strengthen the statewide network of technical assistance for improving school districts' programs and services for English learners.

Coordinates the English Language Acquisition Consortium (ELAC) to give school district representatives an opportunity to meet regularly and provides a support mechanism for implementing effective English learner programs.

Manages the comprehensive professional development coaching system, A Look at Learning, which supports high-quality instruction for English learners to narrow the achievement gap; ensures that it focuses on increasing student achievement, supports teachers, provides student engagement and promotes collaboration.

Coordinates the Seal of Biliteracy Advisory Group meetings to provide support for districts to establish a Seal of Biliteracy and/or pathway awards; establishes a means for districts to create a Memorandum of Understanding with the County Office so that graduating seniors meeting the county Seal of Biliteracy requirements receive a certificate from the county superintendent.

Maintains the Coaching Network to provide networking opportunities for coaches and mentors to share resources and continue to develop coaching skills to support their classroom teachers.

Develops, designs, markets, implements and presents professional development seminars and trainings in various content areas and formats related to the California Content Standards and the California Standards for the Teaching Profession.

Manages other special projects, coordinating efforts with those of educational and community groups to meet curriculum and instructional needs.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions.

Provides technical expertise, information and assistance to the Assistant Superintendent-Student Services and Support Division regarding English learner activities; assists in the formulation and development of policies, procedures and programs; recommends proper organization structure for assigned programs and functions.

Plans, organizes and implements long and short-term programs and activities.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Operates a computer and assigned software programs; operates other office equipment as assigned; purchases technology as needed; drives a vehicle to conduct work as assigned.

Attends and conducts a variety of meetings as assigned.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization, control and direction of operations and activities of multilingual programs or department;

Local, State and federal laws and regulations of English Learner programs;

Program compliance issues and regulations;

Organizational policies, procedures and operations;

Applicable sections of the State Education Code and other applicable laws, codes, regulations, policies and procedures;

Program evaluation and data collection;

Methods, practices, terminology and procedures used in the administration of multilingual program services and the promotion of education for children of all ages;

Budget preparation and control;

Oral and written communication skills in English and a designated second language;

Principles and practices of administration, supervision and training;

Interpersonal skills using tact, patience and courtesy;

Operation of a computer and assigned software;

Record-keeping and report preparation techniques;

Technical aspects of field of specialty;

Public relations and speaking techniques.

**ABILITY TO:**

Plan, organize, control and direct operations and activities of the County Office and various school district multilingual programs;

Plan, set agendas, coordinate and conduct meetings and trainings;

Coordinate and conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities;

Coordinate program activities and information with various departments, districts, outside agencies and the public for smooth and effective program operations;

Monitor, manage and oversee budgets;

Coordinate and facilitate the implementation of a parent involvement component;

Lead, supervise, and evaluate the performance of assigned personnel;

Monitor program activities at various locations;

Work effectively with school districts, community organizations, government agencies, parents, students, and staff;

Maintain confidentiality on issues concerning program and staff;

Represent the County Office at local, regional, and state meetings, conferences, in-services, boards, councils, and events;

Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations;

- Communicate effectively both orally and in writing;
- Analyze situations accurately and adopt an effective course of action;
- Establish and maintain cooperative and effective working relationships with others;
- Communicate effectively both orally and in writing;
- Interpret, apply and explain rules, regulations, policies and procedures;
- Create and follow policies and procedures;
- Provide leadership among the districts participating in multilingual programs;
- 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 timelines;
- Work independently and with flexibility, with little direction;
- Plan and organize work;
- Prepare comprehensive narrative and statistical reports;
- Direct the maintenance of a variety of reports, records and files related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: master’s degree in education or related field and five (5) years increasingly responsible experience in a related field, plus three (3) years of related experience in K-12 classrooms teaching ELD and using SDAIE methodologies, and three (3) years of providing staff development in the area of English Learners or experience supervising teachers of English Learners

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California Administrative Credential
- Valid California Teaching Credential with CLAD or other English Language Authorization
- Valid California driver’s license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Office environment;
- Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

- Hearing and speaking to exchange information and make presentations;
- Dexterity of hands and fingers to operate a computer keyboard;
- Seeing to read a variety of materials.

Approved: Anisha Munshi 10/11/18  
 Anisha Munshi, Ed.D. Date  
 Director - Human Resources

Authorized by the County Superintendent of Schools \_\_\_\_\_

Revised 7/12/13: Title changed from Director II-Multilingual/Biliteracy Programs to Director II-Multilingual Education Services  
 Revised 10/11/18: Title Changed from Director II-Multilingual Education Services to Director II-Multilingual & Humanities Education