

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Manager II, English Language Development	REPORTS TO:	Assistant Superintendent, English Learner Programs and Services
DEPARTMENT:	English Learner Services	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-25/Management Salary Schedule

(Former Classification: ELD District Coordinator K-12)

BASIC FUNCTION:

Accountable for improving student achievement through the effective management of assigned area(s); facilitate the development, enhancement and improvement of curriculum and instructional programs in English Language Development to provide students access to high quality learning options to stay in school on target to graduate.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Plan and coordinate the development and enhancement of English Language Development (ELD) curriculum to expand practices proven to raise student achievement. *E*

Promote student programs, activities, contests and recognitions on a District-wide basis for English Learners encouraging students to achieve their personal best. *E*

Coordinate and prepare for in-services; provide for, develop and present English Language Development curriculum framework training to staff in support of professional learning. *E*

Assist site principals, teachers, and families in enhancing programs for English Learners in support of students learning at grade level to stay in school on target to graduate. *E*

Maintain programs, instruction and budgets as necessary to provide for program reviews and evaluations ensuring the financial stability of the District; ensure alignment of subject areas with State and federal programs as necessary. *E*

Write or assist in writing grants and re-applications for funding of assigned programs and instructional support services. *E*

Participate in the development of goals and objectives for assigned programs in support of educating students at a high level to achieve their personal best; make recommendations for changes and improvements; implement approved changes and monitor work activities to ensure compliance with established guidelines. *E*

Assist in the selection of ELD core and supplementary materials to provide sites access to high quality learning materials to assist students to excel in reading, writing and math. *E*

Develop community partnerships to support assigned areas; provide leadership to District, community, and other committees regarding English Language Development. *E*

Collaborate with District leadership, principals, staff, families and outside individuals/groups on issues and problems related to assigned area; evaluate and enhance programs to align to District goals to improve student learning. *E*

Prepare Board agenda items for review by management. *E*

Convene meetings of English Language Development site representatives to ensure coordination and articulation of programs. *E*

Collect, prepare and analyze data relative to program area; make timely recommendations for programmatic changes to area under supervision to provide students a variety of educational opportunities to learn at grade level and beyond. *E*

Supervise employees, evaluate performance and provide for training and development of employees in support of professional learning. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree and five years teaching experience in the area of specialty.

LICENSES AND OTHER REQUIREMENTS:

Teaching and CLAD Credentials; Administrative Services Credential; other applicable credentials as required by area of specialty; valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and direction of assigned area.
- State and federal laws, regulations and codes applicable to area of specialty.
- Technical aspects of area of specialty.
- Curriculum development and training.
- Accurate budget preparation and control.
- Grant writing.
- Oral and written communications skills.
- Bilingual preferred in Spanish/English or Hmong/English.
- Staff development presentation techniques.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer to enter data, maintain records and generate reports.
- Principles and practices of management.
- Labor Relations law and employee contracts.
- Analytical and problem solving abilities.
- District organization, operations, policies, objectives and goals.

ABILITY TO:

- Plan, organize and coordinate curriculum and instructional support programs within assigned instructional area.
- Develop training programs for both students and staff.
- Work collaboratively and build positive relationships with a diverse range of stakeholders.
- Communicate, understand and follow both oral and written directions.
- Interpret, comprehend, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work to meet schedules and time lines.
- Make presentations and deliver in-services in area of specialty.
- Work independently with little direction and many interruptions.

Provide direction and support to directors, coordinators, and staff in support of district goals and initiatives.
Prepare comprehensive narrative and statistical reports.
Supervise and evaluate the performance of assigned staff.
Demonstrate loyalty and high ethical standards.
Learn new or updated computer systems and programs to apply to current work.
Design and implement a wide variety of professional learning opportunities
Focus and appropriately allocate resources toward identified goals.
Manage change and design an effective system of reporting progress and monitoring results.
Negotiate skillfully in difficult situations and create solutions to promote compromise.
Think outside the box and develop new methods or solutions inspiring others to reach a common goal
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes
Apply integrity and trust in all situations.

WORKING CONTITIONS:

ENVIRONMENT:

Office and site environment; driving a vehicle to conduct work; occasional contact with dissatisfied individuals; constant interruptions.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting or standing for extended periods of time; lifting light objects; walking to supervise activities; hearing and speaking to exchange information and make presentations; seeing to read and interpret complex documentation; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions