



Director II, Multilingual Education

Position Details

Job Code: U7101

Reference Code: A977

Division/Unit: Curriculum and Instruction

Classification: Licensed Administrator

Terms of Employment: [Step 43 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to provide leadership and instructional design for the dual language immersion program and the world language programs and/or dissemination of instructional materials and supports, development and implementation of professional learning programs; and coordination of related events and activities for students, teachers, administrators, parents/guardians, and community members.

This position will function as an instructional leader while implementing programs and practices that support the Clark County School District Board of Trustees' identified strategic imperatives for student achievement (academic achievement, engagement, school support, and clarity and focus) as well as the Clark County School District's (CCSD) Focus Areas and Goals (proficiency, academic growth, achievement gaps, college and career readiness, value/return on investment, disproportionality, and family/community engagement and customer service). This position is directly responsible to the Assistant Superintendent, Curriculum and Instruction Division (CID), Academic Unit (AU).

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Provides critical support for CCSD instructional dual language immersion programs and world language programs.
2. Ensures districtwide alignment of dual language immersion and world language programs.
3. Directs the planning, design, and development of curriculum, instructional improvement, and professional learning programs for the dual language immersion program and the world language program.
4. Coordinates and aligns CCSD standards and Tier I resources to meet the needs of students in world language and dual language immersion programs.
5. Develops and implements a sustained and rigorous professional learning program that addresses the administrative, instructional, and structural needs of world language and dual language immersion programs.
6. Oversees the development of districtwide curriculum documents, handbooks, catalogs, brochures, policies, regulations, procedures, and reports for dual language immersion programs and world language programs.
7. Maintains articulation and alignment of programs for students with special needs and English learners.
8. Serves as a liaison with other departments/divisions and communicates regularly to ensure maximum efficiency in the delivery of services to schools.
9. Provides leadership in the identification, design, dissemination, implementation, and evaluation of promising and best practices in dual language immersion programs.
10. As appropriate, serves as a liaison to community groups and public agencies and represents CCSD in matters related to assigned content areas at the local, state, and national levels.
11. Collaborates with CCSD partners to ensure effective implementation of instructional programs and methodologies.
12. Provides instructional coaching and modeling to administrators and teachers to support the development of high-quality instructional pedagogy.
13. Works effectively with administrators and classroom teachers at schools to implement effective instruction for all students.
14. Assists with the recruitment and retention of dual language teachers.
15. Provides technical assistance to principals, teachers, and parents/guardians to improve the quality of education for students enrolled in world language and/or dual language immersion programs.
16. Provides services to regions and schools according to site-specific instruction needs, methodologies, and resources.
17. Participates in regular site visits to schools to review dual language immersion programs and world language programs.

18. Researches national trends, guiding principles, and best practices in dual language program development, implementation, and evaluation, and communicate information to central office personnel, principals, teachers, students, parents, and community members.
19. Gathers, evaluates, and disseminates research-based best practices to improve operational efficiency and student outcomes.
20. Facilitates ongoing partnerships and collaborations with local, national, and international organizations in the provision of resources that contribute to the success of students.
21. Attends and monitors the Board of Trustees, State Board of Education, and Academic Standards Council meetings for issues related to curriculum.
22. Prepares testimony, supporting documentation, and content-related information for distribution to the Board of Trustees, State Board of Education, Academic Standards Council, Legislative Committee on Education, and other decision-makers and stakeholders.
23. Negotiates with federal and state officials to ensure that the needs of CCSD are considered in the development of regulations and state directives.
24. Directs and/or supports the curriculum development and adoption and textbook adoption process for content areas, including oversight and direction for content expert task forces and committees.
25. Coordinates language assessments for world language and dual language immersion programs.
26. Oversees the Seal of Biliteracy program.
27. Monitors dual language program compliance and ensure compliance with program requirements.
28. Implements a data reporting process that provides current information on language proficiency for dual language immersion learners.
29. Analyzes student achievement data to inform decision-making.
30. Identifies successful intervention and remediation programs to increase student achievement and assist schools with the implementation of successful program practices.
31. Oversees performance management, program evaluation, and data analysis related to Multilingual Department programs and projects.
32. Assists with statistical analysis and educational research regarding data-driven decision-making and improved instruction.
33. Analyzes and evaluates the effectiveness of assigned programs and projects.
34. Participates in budget development to address department and division needs and goals.
35. Performs other duties related to the position, as assigned.

Position Expectations

1. Knowledge of best practices and current research in instructional design and professional learning, related to dual language immersion programs and world language programs.
2. Knowledge of best practices in professional learning, including learning theory, delivery models, technology tools, infrastructure, quality control, and governance.
3. Knowledge of CCSD or school-level instructional planning and design.
4. Understanding and sensitivity to the needs of various cultural and ethnic groups of the school and community, and the needs of students with disabilities.
5. Knowledge of federal, state, and local policies and procedures, including but not limited to: the Children's Internet Protection Act (CIPA), the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and Every Student Succeeds Act (ESSA).
6. Knowledge of national, state, and CCSD accountability initiatives related to student achievement.
7. Knowledge of CCSD policies and regulations.
8. Knowledge of cultural diversity within the community as it relates to the affirmative action goals of CCSD.
9. Knowledge of project planning, management, and evaluation theory and practices.
10. Knowledge of reform and alternative education strategies.
11. Knowledge of CCSD English language acquisition initiatives.
12. Effective communication, collaboration, and interpersonal skills.
13. Effective skills in planning, organizing, and coordinating projects.
14. Excellent verbal, written, and presentation skills.
15. Ability to provide leadership, supervision, and direction in instructional design and professional learning.
16. Ability to direct the planning and development of curriculum and instruction improvement programs for assigned content areas.
17. Ability to prioritize professional learning needs, escalation of content area programs, and reviews of current research.
18. Ability to work independently, with minimal direct supervision.
19. Ability to coordinate the work of a diverse team toward meeting identified goals; ability to take on multiple roles within a team; ability to work cooperatively with administrators, licensed personnel, and support professionals in schools and divisions/departments in CCSD and with representatives of community organizations or agencies; and ability to deal with difficult individuals while

- maintaining composure.
20. Ability to display organizational and planning skills, including the ability to prioritize work, handle multiple tasks, set goals, and meet deadlines; ability to take initiative; ability to speak in front of large and small groups; and ability to maintain accurate and detailed records.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university in Curriculum and Instruction, Educational Leadership, or a related field.

Licenses and Certifications

1. Hold, or be able to acquire, by the time of appointment to the position, a Nevada administrative endorsement, as appropriate.
2. Certification in bilingual education or possession of English Language Acquisition and Development (ELAD) endorsement or World Language endorsement.
3. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience

1. Have previously demonstrated five (5) years of successful licensed teaching experience in an accredited K-12 public or private school; and, be able to acquire, by the time of appointment, appropriate Nevada school administrative endorsement; or,
Have previously demonstrated at least three (3) years of successful licensed teaching in an accredited K-12 public or private school; and, currently hold a valid Nevada school administrative endorsement.
2. A minimum of two (2) years' experience as a contracted administrator in an accredited K-12 public or private school; or, a minimum of two (2) years of contracted administrative experience in a related position.

Preferred Qualifications

1. Written and verbal fluency in another language, preferably Spanish.
2. Previous experience with cultural diversity programs.
3. Previous experience with student programs that encourage continuous engagement in academics.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 06/24/24
- Created: 12/15/22