

Director II, English Language Learner Program

Position Details

Job Code: U7101

Reference Code: A208

Division/Unit: English Language Learner

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 for the English Language Learner (ELL) Program. This position is directly responsible to the Assistant Superintendent, English Language Learner Division (ELLD), Academic Unit.

Essential Duties and Responsibilities

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

1. Provides critical support for the Clark County School District (CCSD)'s instructional Pre K-12 ELL program.
2. Coordinates the alignment of CCSD instructional standards with instructional resources for ELLs.
3. Fulfills the compliance requirements and mandates of the Nevada Department of Education (NDE), Federal Department of Education (DOE), and the Office for Civil Rights (OCR) pertaining to the education of ELL students.
4. Negotiates with federal and state officials to ensure that the needs of CCSD are considered in the development of regulations and state directives.

5. Provides leadership to principals in order to meet and/or exceed the federal and state requirements.
 6. Provides technical assistance to principals, teachers, and parents/guardians to improve the quality of education for English Language Learners.
 7. Develops and implements a sustained and rigorous professional learning program that addresses the needs of CCSD staff.
 8. Implements a web-based data reporting process that provides current information on ELL student status.
 9. Coordinates program quality reviews and OCR audits to ensure compliance with state and federal mandates in all CCSD schools and provides support to schools to enhance program quality.
 10. Coordinates the resolution of non-compliance with the Office of Compliance and Monitoring and provides necessary support to remedy non-compliance.
 11. Facilitates the equitable distribution of resources and services to all schools regardless of location.
 12. Facilitates on-going partnerships and collaborations with local, national, and international organizations in the provision of resources that attribute to the success of ELL students.
 13. Facilitates the coordination of all districtwide translation services and translation of special education documents.
 14. Maintains data and records to provide reports to meet federal/state/CCSD/Area accountability requirements.
 15. Serves as a liaison with other departments/divisions and communicates regularly to ensure maximum efficiency in the delivery of services to schools.
 16. Participates in budget development to address department and division needs and goals.
 17. Performs other duties related to the position, as assigned.
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Position Expectations

1. Possess a high degree of conflict management skill and ability to utilize effective problem-solving strategies.
2. Understanding and sensitivity to the needs of various cultural and ethnic groups of the school and community, and to the needs of students with disabilities.
3. Ability to communicate clearly both verbally and in writing.
4. Ability to utilize and promote the use of participatory management techniques.
5. Ability to work collaboratively and cooperatively with students, parents/guardians, school and administrative personnel, and representatives of community organizations or agencies.

6. Possess physical and mental stamina commensurate with responsibilities of the position.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university.

Licenses and Certifications

1. A valid driver's license or state-issued identification card.
2. Hold or be able to acquire, by time of appointment to the position, a Nevada administrative endorsement.
3. Certification in bilingual education or possession of teaching English as a second language (TESL) endorsement.

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 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 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: 01/22/24
- Created: 11/03/08