

Director I – English Language Learner Program (ELLP)

Position Details

Job Code: U7100

Reference Code: A393

Division/Unit: English Language Learner

Classification: Licensed Administrator

Terms of Employment: [Step 42 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions as the responsible administrator for the English Language Learner Division (ELLD) throughout the Clark County School District. This position is directly responsible to the Assistant Superintendent, ELLD, Academic Unit.

Essential Duties and Responsibilities

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

1. Provides leadership, supervision, and direction to staff assigned to support the schools in the education of English language learners.
2. Assists with the research of current language acquisition issues and best practice instructional practices.
3. Assists with the evaluation of instructional methods for English language learners.
4. Creates working relationships between the ELLD and other departments, schools, parents/guardians, and the community.
5. Ensures equitable service delivery at schools regardless of location.

6. Oversees the provision of services to schools to allow English language learners to become successful.
 7. Ensures the receipt of all services required.
 8. Plans and implements continuing professional learning opportunities.
 9. Works cooperatively with the Compliance and Monitoring Office regarding compliance issues at the school level and provides necessary support to remedy non-compliance.
 10. Collects data to support progress based on benchmarks for student success and evaluates program delivery models.
 11. Prepares ELLD reports for federal, state, and local education agencies.
 12. Implements professional learning opportunities for assigned staff.
 13. Coordinates the identification, selection, or deletion of supplies and equipment for the ELLD.
 14. Supervises and evaluates the performance of assigned staff.
 15. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of identification, evaluation, and instruction of second language students.
 2. Advanced knowledge of personnel matters, school operations, budgets, and parent/guardian, and community involvement.
 3. Ability to work under pressure.
 4. Ability to work cooperatively with other administrators, licensed personnel, and support professional in schools as well as in other departments in the District.
 5. Understanding and sensitivity to the cultural diversity of the community.
 6. Ability to demonstrate skills in diplomacy, judgment, leadership, problem solving, and accountability.
 7. Strong interpersonal communication and negotiation skills, both oral and written.
 8. Ability to analyze and apply data.
 9. Ability to lead, direct, and supervise assigned staff in a professional and sensitive matter.
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Position Requirements

Education and Training

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

Licenses and Certifications

Hold or be able to acquire, by time of appointment to the position, a Nevada administrative endorsement, as appropriate.

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, if applicable **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 as a contracted administrator in an accredited K-12 public or private school **or** two (2) years' experience as a contracted administrator in a related position.
3. Experience with ELLP.
4. Experience with development and coordination of policies and procedures of an educational program.

Preferred Qualifications

1. Possession of a teacher of English as a second language (TESL) or bilingual teacher endorsement.
2. Experience as a teacher in and/or in administering an ELLP.
3. Spanish speaking.

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, or 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: 05/03/22
- Created: 10/24/08