PROGRAM DIRECTOR OF BILINGUAL/ESL ELEMENTARY EDUCATION

A. QUALIFICATIONS:

1. The Program Director of Bilingual/ESL Elementary Education shall have the general qualifications of a bilingual/ESL teacher as prescribed by the State Department of Education.

2. The Program Director of Bilingual/ESL Elementary Education shall hold a master degree in education from an accredited college or university, or be enrolled in a program leading to such a degree.

3. The Program Director of Bilingual/ESL Elementary Education shall have had at least three (3) years of successful teaching experience in a bilingual/ESL classroom.

B. APPOINTMENT:

The Board of Trustees shall appoint the Program Director of Bilingual/ESL Elementary Education upon the recommendation of the Superintendent of Schools for a term of not more than two (2) years, and the contract will be considered for extension at the regular March meeting each year.

C. REPORTS TO:

The Program Director of Bilingual/ESL Elementary Education shall be responsible to the Director of Multilingual Services.

D. JOB PERFORMANCE STATEMENTS:

1. Instructional Management

   a. Acts in a consolatory and advisory capacity to coordinators, program directors, administrators, teachers, and staff in his/her subject areas or areas.

   b. Works with the Director of Multilingual Services, Executive Director of Curriculum and Instruction, coordinators, program directors, principals, assistant principals, and bilingual ESL teachers in the development of all programs serving bilingual and ESL students.

   c. Serves in an advisory capacity on all curriculum development committees.

   d. Assists in the completion of all local, state and federal evaluation reports on bilingual and ESL students.

   e. Assists in the recommendation of supplementary textbooks which are not on the state textbook list.
f. Assists in the selection of all supplementary materials.

g. Is familiar with a variety of available teaching materials and instructional methods.

h. Assists in the coordination of the bilingual and ESL instructional programs throughout the district.

i. Assists program staff to analyze test data to improve the instructional program.

j. Assists in the planning, implementing and conducting of all bilingual and ESL in-service training programs.

k. Provides leadership in improving the instructional program in the schools.

l. Assists the appropriate staff to develop, maintain, and revise curriculum documents based on systematic review and analysis.

m. Assists the appropriate staff in evaluating and selecting textbooks and other instructional materials to meet the limited English proficient student learning needs.

n. Assists the Director of Multilingual Services to effectively communicate district policy and guidelines to area superintendents, administrators, teachers and staff.

o. Assists appropriate staff to ensure a high degree of uniformity among elementary and secondary schools in curricular areas.

p. Assists appropriate staff to ensure improvement of the instructional program through observation, visitation, demonstration, and staff training.

q. Assists in the writing, editing, and revising of curriculum materials to support the instructional program.

r. Assists and supports the development and implementation of innovative instructional programs to achieve identified needs of the district’s Limited English Proficient (LEP) population.

s. Assists in the training for teachers and administrators in improving instructional techniques and using materials and equipment.

t. Assists staff in the planning, implementing and conducting of all bilingual and ESL support teams.

u. Assists the appropriate staff that monitors and assesses campus compliance with all School wide Plan and Local Education Agency Plan.
2. School Climate
   a. Fosters collegiality and team-building among appropriate personnel, encouraging active involvement in decision making.
   b. Communicates effectively with campus level staff, the community and parents and/or students when appropriate.
   c. Recognizes efforts and achievements of the administrative staff, teachers, and students.
   d. Works harmoniously with all administrative and teaching personnel.
   e. Demonstrates high expectations of students and staff.

3. School Improvement
   a. Works collaboratively with staff and others in developing Aldine’s district mission, district goals, and articulating a vision for the district’s bilingual and ESL programs.
   b. Assists in the monitoring of various instructional program activities.
   c. Assists the Director of Multilingual Services to provide opportunities for staff development for the administrative staff and teachers.
   d. Assists the Director of Multilingual Services to research programs and provides analysis of such programs to determine possible implementation in the district.

4. Personnel Management
   a. Assists the Director of Multilingual Services to secure consultants, specialists, and appropriate community resources for principals and instructional staff to assist in attaining stated objectives.
   b. Assists the Director of Multilingual Services to provide orientation of new teachers during in-services and throughout the year.

5. Administration and Fiscal/Facilities Management
   a. Assists the Director of Multilingual Services to define the program and fiscal needs in the budget development process to ensure that fiscal resources address the mission of Aldine ISD.
   b. Assists the Director of Multilingual Services to demonstrate responsible fiscal control over assigned program budgets.
c. Assists the Director of Multilingual Services to maintain Aldine ISD schools in compliance with state law and Texas Education Agency standards.

d. Assists the Director of Multilingual Services to analyze facility and equipment needs for optimum teaching and learning, utilizes information to make recommended changes or adjustments.

6. Student Management

a. Assists the Director of Multilingual Services to support district and campus rules for conduct.

b. Assists the Director of Multilingual Services to encourage plans for improved student behavior that reflects enhanced opportunities for learning.

7. School/Community Relations

a. Assists the Director of Multilingual Services to communicate the district curriculum, instructional practices, district accomplishments, goals and new ideas to parents and the community.

b. Assists the Director of Multilingual Services to encourage two-way communication between the district and the community.

c. Assists the Director of Multilingual Services to encourage and promote parental and community involvement in the educational process.

d. Assists the Director of Multilingual Services to demonstrate awareness of school/community needs and initiate activities to meet those identified needs.

e. Projects a positive image to the community.

8. Professional Growth and Development

a. Utilizes information provided through formal and informal assessment data and a professional growth plan to improve professional skills and knowledge.

b. Participates in appropriate conferences and staff development sessions for improved job performance.

c. Actively seeks and utilizes evaluative feedback from appropriate administrative staff, subordinates, and immediate supervisor regarding job performance.

d. Participates in professional organizations and disseminates ideas and information to appropriate staff.
e. Provides leadership in identifying trends and opportunities in the profession, as well as solving problems facing the profession.

f. Strives to improve leadership skills through self-initiated professional organizations.

g. Maintains active involvement in local, state and national professional organizations.

h. Conducts oneself in a professional, ethical, and responsible manner.

9. Other

a. Performs other duties as may be assigned by the Superintendent of Schools.

E. EVALUATION:

1. The job performance statements shall constitute the criteria for an evaluation form with an evaluation code as follows:

   NA Measure Not Being Taken.

   1 No Measurable Progress.

   2 Progressed Toward The Goal.

   3 Met The Goal.

   4 Exceeded The Goal.

   5 Significantly Exceeded The Goal.

2. The evaluation form shall contain a place for comments and general observations made by the evaluating person. These comments shall constitute additional criteria for evaluation.

3. The Program Director of Bilingual/ESL Elementary Education’s evaluation is a responsibility resting with the Director of Multilingual Services. An evaluation shall be completed in writing at least once during the course of the school year.

4. The Director of Multilingual Services shall submit to the Superintendent of Schools or the staff person designated by the Superintendent of Schools, the completed evaluation of the Program Director of Bilingual/ESL Elementary Education at the time stipulated by the Superintendent of Schools.
5. Administrators will be appraised according to the following calendar:

- Action Plan and Goal Setting Conference: July - August
- Data Collection and Analysis: September - May
- Contract Recommendation: January
- Summative Conference: May/June

F. SALARY:

The salary of the Program Director of Bilingual/ESL Elementary Education shall be based on the schedule adopted by the Board of Trustees for this position.

Source: Local
Approved: 01-14-1997
Revised: 8-19-2008
Reviewed: 8-17-2010