

Supervisor of Language and Community Partnerships

Description:

Supervision, leadership, and coordination of Elementary/Secondary Bilingual and ESOL Programs PK-12

Supervision and coordination of the district's central registration office.

Qualifications:

- 1.Connecticut Administrative Intermediate Certificate #092.
- 2.Experience with Bilingual/ESOL populations or World Language.
- 3.Knowledge of current philosophies and methodologies in bilingual education and ESOL
- 4.Experience ensuring compliance with federal, state and local laws, regulations and policies
- 5.Excellent communication, interpersonal and organizational skills
- 6.Understanding of current best practices and research in instructional leadership
- 7.Excellent customer service skills and experience working with parents, families, and the community
- 8.Bilingual in English and Spanish preferred
- 9.Bilingual certification preferred
- 9.Experience supervising and leading staff preferred
- 10.Additional requirements as the Board may deem advisable.

Responsibilities:

1. Evaluates current district programs and develops a systematic plan for program improvement;
2. Supervises, audits, and evaluates district programs to ensure fidelity of implementation and compliance with state and federal guidelines;
3. Assists building principals in the supervision and evaluation of teachers;
4. Ensures continuous improvement of academic achievement of all students in bilingual education and ESOL programs
5. Develops and manages the department budget;
6. Assists in the recruitment, screening and assignment of department personnel;
7. Ensures that bilingual education is an integral part of the district's vision and mission by working cooperatively with school administration and district administrators;
8. Communicates on a regular basis with the State Department of Education's Office of Bilingual Education and shares information with stakeholders;
9. Prepares data/reports for the Superintendent of Schools and/or the Board of Education on the district's Bilingual Education programs;
10. Coordinates and monitors the administration of the state mandated annual LAS LINKS assessment to all English Learners;
11. Allocates the Bilingual/Title III program funds and ensures they are used equitably;

12. Acts as a liaison between the school district and the Hispanic community;
13. Monitors, evaluates, and supervises the district central registration office.
14. Performs other departmental tasks the Superintendent or designee may assign.
15. Engages, where appropriate, in community engagement efforts to support student growth and development