

5. Develop and direct continuing evaluation of the ELL, LOTE and Pre-K programs and implement changes based on the findings.

Consultation:

6. Provide resources and materials to support staff in accomplishing program goals.
7. Consult with parents, administrators, counselors, teachers, community agencies, and other relevant individuals regarding ELL, LOTE and Pre-K students.
8. Plan and conduct parent meetings, including parent advisory committee meetings.

Budget and Inventory:

9. Administer the ELL and LOTE budgets and ensure that programs are cost effective and that ELL and LOTE funds are managed effectively.
10. Compile budget and cost estimates based on documented program needs.
11. Participate in grant-writing activities to obtain program funding.
12. Assist with the selection and purchase of supplemental equipment and supplies for the program.
13. Approve and forward purchase orders for ELL, LOTE and Pre-K programs to accounting department.

Policy, Reports, and Law:

14. Recommend sound policies to improve ELL, LOTE and Pre-K programs
15. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
16. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.

Supervisory Responsibilities:

17. Prepare, review, and revise job descriptions in ELL and LOTE department.
18. Supervise and evaluate performance of ELL Specialists, Secretary/Translator.
19. Other duties as assigned.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent prolonged and irregular hours. Frequent district-wide travel and occasional statewide travel

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.