



Job Title:	Executive Director of Instructional Support	Wage/Hour Status:	Exempt
Reports To:	Assistant Superintendent	Pay Grade:	Administrative -11
Dept. /School:	Curriculum & Instruction	Date Revised:	11/27/2017

Primary Purpose:

Direct the district program for ELL students and Bilingual students. Collaborate with district staff and outside personnel to provide educational opportunities for ELL students. Direct the district 504 program.

Qualifications:

Education/Certification:

Master's degree
Valid Texas teaching certificate w/ bilingual certification, administrative certificate

Special Knowledge/Skills:

Knowledge of federal and state ELL compliance and requirements
Knowledge in laws, policies, rules and regulations pertaining to 504
Ability to organize and direct district wide ELL program
Ability to interpret federal, state, and local policy as well as develop defined procedures and maintains accurate data sources
Knowledge of curriculum and instruction
Knowledge of strategies and materials for the education of ELL and Bilingual students
Strong organizational, communication, and interpersonal skills
Ability to manage budget and personnel
Ability to communicate effectively with ELL and Bilingual students

Experience:

Five years teaching and administrative leadership experience
Campus administrative experience preferred

Major Responsibilities and Duties

Program Management:

1. Implement procedures and direct the process to identify ELL students at all grade levels district wide, including review of student data, monitoring and testing of students.
2. Develop and revise ELL, Bilingual and LOTE curriculum as needed.
3. Assist teachers to develop and provide ELL and Bilingual and LOTE students with appropriate course work through curriculum modification, acceleration, etc.

4. Develop and conduct or arrange for professional development sessions, including sessions on various instruction methods, enriched learning in classroom settings, and methods for supporting and identifying ELL and Bilingual students.
5. Develop and direct continuing evaluation of the ELL and Bilingual programs and implement changes based on the findings.
6. Coordinate Section 504 programs.

Consultation:

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

Budget and Inventory:

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

Policy, Reports, and Law:

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

Supervisory Responsibilities:

18. Prepare, review, and revise job descriptions in ELL and Bilingual department.
19. Supervise and evaluate performance of Specialists, Secretary.
20. Supervise AVID Coordinator.
21. 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.