

WINOOSKI SCHOOL DISTRICT
Job Description: DIRECTOR OF ENGLISH LANGUAGE LEARNING (ELL)

Date Approved/Updated: February 4, 2020

Location: Districtwide

Job Group: Administrator

Reports To: Superintendent

Summary of Position Responsibilities:

Essential Duties and Responsibilities:

1. Coordinates the development, determination of appropriateness, and monitoring of ELL support services and collaborates with other districts and agencies as appropriate.
2. Establishes with the Director of Curriculum and Learning and principals each school's educational programs for ELL students.
3. Responsible for implementing Federal and State department regulations related to curriculum and ELL.
4. Supervises and evaluates ELL teachers and support staff on a regular basis.
5. Responsible for preparing Federal and State grant applications and monitoring all relevant grant monies awarded related to ELL in collaboration with the Finance Manager, Director of Curriculum and Learning and principals. (e.g. Title III LEP, Title III Immigrant, and Refugee Children's School Impact Grant)
6. Plans in-service workshops and development programs for collaborating teachers, ELL teachers, and members of the support staff and selected classroom teachers as necessary.
7. Other duties as assigned by Superintendent

Supervisory Responsibilities include: interviewing; hiring; training; appraising performance; rewarding/disciplining employees; addressing complaints and resolving problems; planning, assigning, and directing work

Qualification Requirements:

The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Master's Degree in ELL or related area. Teaching experience.

Certificates, Licenses, Registrations: Holds Vermont State License for ELL.

Language Skills: Ability to read, analyze, and interpret information from professional journals, state forms, legal documents, testing and assessment data. Ability to respond concisely and accurately to inquiries, questions and complaints from students, parents, colleagues, advocates, and community members. Ability to effectively present information related to job responsibilities to administrators, public groups, community members and School Board.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply math concepts such as fractions, percentage, ratios and proportions and to use basic formulas.

Reasoning Ability: Ability to predict, define, analyze, solve and facilitate solutions to practical and applied problems in various environments that elate to areas of responsibility.

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.

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Other Skills and Abilities: Other qualifications as determined appropriate by the Board of School Trustees and the Vermont Agency of Education.

Physical Demands:

The physical demands are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations O=occasionally F=frequently or C=constantly for each essential function of the job. Leave blank if it is not essential to the job:

- _F_ Standing _F_ Walking _F_ Sitting _F_ Lifting _F_ Carrying _F_ Pushing
F Pulling _F_ Climbing _F_ Balancing _F_ Stooping _F_ Kneeling _O_ Crawling
F Crouching _F_ Reaching _F_ Handling _F_ Fingering _F_ Feeling _C_ Talking
C Hearing _C_ Far Vision _C_ Near Vision _C_ Color Vision _F_ Depth Perception _C_ Repetitive Motion
C Eye/Hand/Foot Coordination

Physical Effort: Please indicate on the continuum the requirements of this position:

<i>Sedentary Work</i>	<i>Light Work</i> XX	<i>Medium Work</i>	<i>Heavy Work</i>	<i>Very Heavy Work</i>
Lifts up to 30 lbs Walks/stands occasionally	Frequently lifts up to 10 lbs. Frequently walks/stands.	Frequently lift/carry up to 25 lbs.	Frequently lift/carry up to 50 lbs.	Frequently lift/carry up to 50 lbs or more.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations N=Never O=occasionally F=frequently or C=constantly for each essential function of the job:

- _O_ Exposure to weather _O_ Extreme heat _O_ Extreme cold _F_ Noise _O_ Dust, vapors, fumes
C Time constraints _C_ Public contact _C_ Deadlines _F_ Travel _C_ Inside work

Terms of Employment: As negotiated with the Superintendent.

Compensation: As negotiated with the Superintendent.

Evaluation: Done annually by the Superintendent.

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