



DIRECTOR II – HUMANITIES AND MULTILINGUAL EDUCATION

Certificated Job Description

IMMEDIATE SUPERVISOR:

Administrator of Professional Learning and Student Support

ESSENTIAL FUNCTIONS:

1. Manage and supervise all aspects of the operations of the Department of Humanities and Multilingual Education.
2. Provide county-wide leadership regarding all issues related to humanities and multilingual education, including local, state, and federal requirements and guidance.
3. Provide county-wide leadership in the establishment, implementation, and evaluation of standards-based instructional programs to ensure high levels of student learning, including data driven decision making.
4. Provide timely information and access to support services to district personnel for the purpose of implementing and evaluating instructional improvement policies, procedures, and practices.
5. Interpret state and federal requirements and guidelines to district and site administrators, instructional personnel, school boards, parents, and community members.
6. Coordinate, facilitate, provide and evaluate professional development programs for educational administrators, teachers, and instructional support personnel, including workshops, institutes and technology-based training opportunities.
7. Prepare and deliver written reports and oral presentations relative to humanities and multilingual education matters.
8. Plan and implement professional growth opportunities for department staff to ensure that they are knowledgeable about current research and best practices in humanities and multilingual education.
9. Prepare budgets, reports, contracts, and agreements for service.
10. Monitor contracts, workshops and other services to ensure the fiscal integrity of the department.
11. Represent the county office at professional meetings.
12. Work with professionals and community committees, organizations, and institutions and other agencies at the local, state, and national levels to promote the implementation and evaluation of highly effective educational programs.

13. Plan, coordinate and communicate with administrators, personnel, and outside organizations to implement specialized activities and programs in support of schools and districts through county, state and federal funds.
14. Collaborate with legal agencies to ensure program compliance as required.
15. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Knowledge of and willingness to stay abreast of current trends, innovations and practices in education.
2. Ability to provide leadership in committees, workshops and various types of group meetings.
3. Ability to coach and support staff for maximum productivity and effectiveness.
4. Ability to effectively communicate appropriate information to peers, staff members and the public through multiple mediums.
5. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
6. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. Knowledge of principles, practices and methods of developing and delivering services, programs and functions of the Department of Humanities and Multilingual Education.
2. Knowledge of best practices in technology integration for professional learning as well as classroom instruction.
3. Knowledge of the Common Core State Standards and English Language Development Standards preferred.
4. Knowledge of the California professional learning standards and adult learning theory.
5. Knowledge of federal and state accountability systems.
6. Ability to analyze and evaluate instructional programs, including the effective use of student performance data.
7. Possession of a broad repertoire of pedagogical skills.
8. Ability to analyze data and situations, make recommendations and solve problems effectively and efficiently.

9. Ability to structure, organize, direct the department's diverse activities and to evaluate department staff.
10. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

TRAINING AND/OR CREDENTIALS:

A. Education:

1. Administrative Services Credential required.
2. Master's or doctorate degree required.

B. Experience:

1. Successful experience as a classroom teacher.
2. Successful administrative experience.
3. Successful experience in developing, implementing and evaluating instructional programs.
4. Successful experience providing professional learning.

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5/27/2022

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