

Jordan School District
ADMINISTRATION JOB DESCRIPTION

Job Title: Consultant / Alternative Language Services (184)	Lane: <u>6</u>
Department / Location: Teaching & Learning	FLSA Classification: <u>Exempt</u>
Supervisor Title: Administrator of Teaching & Learning	Contract: <u>245 Days</u>
Administrator Approval: <u><i>Shelly Nordick</i></u>	Date: <u>3-4-20</u>
ADA Review: <u><i>Genele Master</i></u>	Date: <u>3.3.2020</u>
Human Resources Approval: <u><i>Burke</i></u>	Date: <u>03/02/2020</u>
Superintendent Approval: <u><i>[Signature]</i></u>	Date: <u>3-3-2020</u>
Original date: <u>02/20</u> Revised: _____ Revised: _____ Revised: _____	

GENERAL FUNCTION

The **Consultant / Alternative Language Services (ALS)** is responsible for all functions relating to Title III and related programs with a focus on improving quality instruction and student achievement for English Learners (ELs), immigrants, and refugees. Responsible for developing and assisting with the implementation of evidence-based strategies and providing appropriate support materials and professional learning as determined by District needs, goals, and priorities. Responsible for writing federal grants, fulfilling compliance requirements, managing budgets, hiring, supervising and evaluating personnel.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Responsible for all functions relating to Title III and related programs with a focus on improving quality instruction and student achievement for ELs, immigrants, and refugees.
- Develop and assist with the implementation of evidence-based strategies and provide appropriate support materials and professional learning as determined by District needs, goals, and priorities. Support the development and implementation of effective programming through collaboration with all involved stakeholders and outside agencies.
- Advocate for ELs through professional leadership for a more equitable, accessible and comprehensive education. Share a vision that builds professional relationships and provides direction for growth towards common goals.
- Coordinate the identification and placement of ELs through original screening tests and WIDA language proficiency assessment. Ensure student files are set up and maintained as part of the cumulative file housed in each school and Skyward.
- Understand federal and state guidelines pertaining to ELs, immigrants and refugees.
- Complete all compliance reports required by Title III, Title IIIA and other state grants.
- Ensure the District meets Title III federal and state requirements of providing appropriate services to students learning English as a new language by ensuring school plans reflect appropriate service patterns with adequately trained staff and ensure students are progressing in English and core subjects.
- Support the development of each school's ALS Plan by providing individual school consultation. Audit schools annually for compliance with documentation of student identification, instructional plans and parent notifications.
- Participate in the annual private school consultation process for the provision of services to eligible students attending private school. As justified, provide professional development to teachers and consultation on the identification and placement of ELs.

- Support schools and teams to address individual student needs through professional learning, problem solving with parents, staff and outside agencies, and collaboration with other District departments.
- Coordinate and manage the District ESL Endorsement program.
- Manage appropriate budget allocations to provide fiscal accountability in the department.
- Assist in the analysis and management of student, teacher, school, and District data.
- Facilitate regular meetings to direct and build the capacity of individuals who lead the ALS work in the District and schools. Keep abreast of new research, provide new learning, implement trends and assist the District and schools analyze data to close achievement gaps.
- Required to travel to District schools or other locations using own transportation.
- Administer personnel policies and procedures. Responsible to hire, supervise and evaluate staff.
- Attend USBE Title III Directors Meetings and disseminate new learning/requirements effectively.
- Assist in the development of Community Advisory Council for the parents of ELs, minority parents, and other interested stakeholders.
- Respond to requests from the Board of Education by preparing and presenting reports and providing recommendations as requested.
- Support and promote the District's Multi-tiered Support System.
- Assist in initiatives of the Teaching & Learning Department. Complete special assignments as assigned.
- Demonstrate professional ethics as outlined by the Utah Professional Practices Advisory Commission. Represent the District in a professional, ethical and positive manner.
- Follow District procurement guidelines with administrative approval.
- Create a clean and organized environment that is conducive to student learning.
- Maintain records and required information in a secure location. Maintain confidentiality of all student information.
- This position requires punctual and regular daily attendance at assigned location.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Master's Degree in education or related field from an accredited college or university.
- Requires a current ESL endorsement.
- Requires a minimum of three years of previous job-related experience.
- Requires experience supervising employees.
- Spanish language proficiency preferred.
- Valid professional license for the State of Utah with administrative endorsement preferred.

- Requires a valid driver's license that allows incumbent to legally operate a motor vehicle in Utah. Must be able to provide own transportation.
- Knowledge of and experience working with federal programs.
- Knowledge of and experience implementing evidence-based programs, validated best practices and school improvement reforms.
- Knowledge of and experience in teaching and facilitating adult learners.
- Knowledge and experience in the collection, analysis and use of data to make instructional decisions and evaluate outcomes.
- Experience with budget management and the ability to manage appropriate budget allocations to provide fiscal accountability.
- Outstanding interpersonal skills and the ability to work well in a team environment.
- Outstanding organizational, verbal and written skills.
- Strong work ethic, professional demeanor and personal initiative.
- Excellent computer skills.
- Ability to provide leadership and direction in all matters relating to the educational programs and practices of a District and school, including:
 - Keeping abreast of trends and developments in curriculum and instruction.
 - Determining educational needs.
 - Supervising the implementation of instructional programs.
 - Monitoring the effectiveness of instructional programs and projects.
 - Managing District, state, and federal programs and projects.
 - Developing, implementing, and supervising instructional programs.
 - Implement the District system for properly assessing and reporting student progress.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment, educational technology, computers and office programs, standard machines used in teacher work room.

Physical Requirements – Not limited to the following:

- While performing the duties of this job, incumbent is regularly required to speak and/or hear. The employee is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The employee is occasionally required to use hands to handle or feel.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*