

Lead with Center City Public Charter Schools: Become an Associate Director of English Language Learners



Reports to: Director of Student Support Services

Direct reports: Lead ESL Specialists (Campus-Based)

FLSA Status: Full-time, Exempt

The Associate Director of English Language Learners reports to the Director of Student Support Services and oversees a team of campus-based special education professionals working in the six Center City PCS campuses. The Associate Director works closely with the Director of Student Services and the Central Office Academic Team to ensure high-quality instruction for all students working to achieve English Language Fluency and to correctly identify and report ESL data. The Associate Director also collaborates with the talent team for the recruitment, hiring, and development of qualified specialists and services for this population. In addition, the associate director uses technology to assist professionals in delivering high quality service and in complying with state and federal regulations and values the team-based approach to work at the central office supporting these six schools.

The Associate Director of English Language Learners coordinates the work of the bilingual program, ESL Specialists as well as teachers, teacher assistants, and related personnel to meet the individualized needs of the students in need of ESL services across Center City PCS. A large part of the associate director's duties involve communicating and coordinating with others involved in the child's well-being, including parents, school administrators, and other teachers.

Duties

- Collaborating closely with the Director of Student Support Services, the Central Office Academic Team, school leadership, and school-based staff, it is the responsibility of the Associate Director of English Language Learners to:
- Provide vision, leadership, guidance, and support in the design and implementation of programs and services to support Center City PCS English language learners.
- Lead the design, monitoring, and continuous evaluation of programs using formative and summative data.
- Lead efforts to deliver high quality ELL services to children, ensuring that English Language Learners receive the same high-quality education delivered to all students.
- Provide leadership and expertise to all stakeholders that increase equitable access to high standards and high quality instruction for all English Language Learners.
- Utilize data analysis and/or program evaluation to make informed decisions with a focus on student achievement.
- Develop short and long range planning, leadership, vision, and development of organizational policies as they relate to programs within the department. Must be able to show progress of programs and plans that leads to successful English language acquisition.
- Ensure cooperation, collaboration, and communication with the general education administration so that ESL is represented in staff development offerings, curriculum planning, textbook and materials selection and adoption, and instruction.
- Develop and manage a complex budget with multiple funding sources and provide expenditure control for the ESL department.

- Assure and be accountable for the efficient and effective operation of the ESL/Bilingual Department.
- Supervise and evaluate ESL administrative staff responsible for programs and services to ELL students and promote the recruitment and retention of a diverse workforce.
- Develop relationships with building administrators and central office to ensure high quality instruction for ELL students.
- Develop and implement management procedures for instructional and support services which are consistent with Federal and State guidelines for services to English Language Learners.
- Maintain positive, responsive relationships with parents, advocates, and community members.
- Assume responsibility for writing grants pertinent to English Language Learners.
- Work closely with Director of Finance and Chief Operating Officer to forecast and manage budget for ELL program budgets in conjunction with the Director of Student Support Services.
- Coordinate and prepare robust, data-driven ELL and ESL program evaluations, as needed.
- Direct the implementation of State and Federal legislation related to English Language Learners to ensure full compliance with state and local regulations.
- Ability to interpret and apply rules and regulations relating to the instruction and curriculum of ELL and ESL students in accordance with the OSSE and LEA educational programs.
- Hire and support a highly-qualified, experienced, and dedicated team of ELL/ESL professionals distributed according to need among the six campuses.
- Collaborate with principals and academic teams in campuses to evaluate ESL professionals and provide instructional coaching, as needed.
- Ensure ESL staff obtains relevant and appropriate ongoing professional development to deepen their understanding of ELL and to improve student achievement.
- Create performance goals and measurable targets for ESL office in conjunction with the Director of Student Support Services.
- Prepare and present comprehensive and effective oral and written reports.
- Assist building leaders with constructing, implementing, and maintaining organizational culture and values that support sustained character development and academic achievement for all students
- Strategically cultivate and engage community partners in the surrounding community to promote and sustain the school's positive school culture.

Qualifications

- Bachelor's degree & ESL certification required, Master's in education or similar preferred.
- Proven successful teaching and a minimum of three years of demonstrated leadership ability required in the ESL field.
- Demonstrated knowledge of and experience with differentiation of instruction.
- Thorough knowledge of state and local regulations related to ESL/ELL learners.
- Demonstrated ability to apply knowledge and understanding of effective English Language Learner models and instructional strategies to school and district program planning and implementation.
- Broad knowledge and understanding of educational reform models effective for English Language Learner students.
- Demonstrated knowledge and understanding of the use of technology for instructional and organizational purposes to monitor student data.
- Demonstrated knowledge of and experience in the areas of inclusive practices and second language acquisition.

- Demonstrated knowledge of Dual Language programming and instruction.
- Demonstrated knowledge and understanding of racial equity issues in education.
- Broad knowledge and understanding of learning theory and practice, elements of the No Child Left Behind act, and classroom-based and standardized assessments of student learning.
- Effective skills in managing budgets, management, and organization.
- Commitment to multicultural, gender, and disability fair curriculum and school and work environments.
- Sensitivity to the needs of students, parents, and staff from diverse backgrounds.
- Proven track record of closing the achievement gap with English Language Learners.
- Success in establishing collaborative teams and distributing tasks.
- Excellent planning, goal setting, coordinating, and decision-making skills.
- Excellent written, oral, and interpersonal skills to communicate effectively and professionally with varied audiences.
- Ability to facilitate and lead change initiatives and embrace innovation.
- Ability to effectively engage parents and community.
- Character traits demonstrative of committed leadership- passion, conviviality, authenticity, courage, and excellence.
- Supervisory experience with willingness to solicit 360 degree feedback.
- Documented record of establishing and maintaining appropriate professional relationships.
- Proficiency in English and a language other than English.

Application Instructions

Interested candidates should apply using the Center City PCS Online Application, which can be accessed at: <http://www.centercitypcs.org/employment-application/> . Please upload 1) a current resume and 2) a cover letter addressing your interest in Center City PCS into the online application.

COMPENSATION

Center City PCS offers a highly competitive salary, bonus and benefits package commensurate with experience. Center City PCS is an equal opportunity employer.