

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: DIRECTOR I – GLOBAL LANGUAGES

GENERAL STATEMENT OF JOB

Under limited supervision, performs a variety of highly responsible administrative and supervisory tasks to provide leadership and coordination of curricular and instructional programs across all organizational levels related to Global Languages students, language development, and cultural services. Employee is responsible for supporting and coordinating the efforts of principals as well as central office administration related to global languages and cultural services. Work involves coordinating all global languages PreK-12, testing and assessment required, and cultural services. Employee is also responsible for planning and implementing professional development related to global languages curriculum and/or instruction. Reports to the Assistant Superintendent for Teaching, Learning, and Professional Development.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assists in developing strategic plans for improving achievement of global language students.

Proposes budgetary needs for district-wide and school-wide implementation of instructional programming related to global language students PreK-12.

Maintains various records and statistics regarding global languages student enrollment, student test scores, staff organization, etc.; monitors various trends related to culture, analyzes community attitudes about and involvement in schools; creates annual reports to fulfill state and local requirements.

Work in conjunction with other district departments to ensure implementation of equitable instructional practices and access to improve outcomes for all students.

Leads the process of creating and revision of curriculum guides for global language students that are inclusive of pacing, scope, and sequence, instructional strategies, sample assessment items, aligned resources, and linkage to North Carolina Essential Standards for global language students.

Previews, reviews, and evaluates instructional strategies and curricular programs related to global language students to determine selection and implementation.

Assists principals with school-based staff development plans related to global languages students and culture.

DIRECTOR I – GLOBAL LANGUAGES

Plans, develops, and implements a comprehensive Global Languages special services program that assesses needs of students, establishes objectives and priorities, develops strategies to achieve objectives and evaluates programs.

Develops and implements standards, policies and procedures related to student special services; develops short and long-range goals for Guilford County Schools; monitors the progress of various services; makes recommendations for changes.

Works in conjunction with the State Department of Public Instruction, the Office for Civil Rights, and various other agencies to meet the needs of global languages students; prepares and monitors contracts with individuals and agencies for special services not available through the school system; ensures compliance of programs with federal, state and local regulations.

Coordinates with local agencies, parents and school personnel to resolve problems and secure needed resources and services.

Provides expert counsel to Assistant Superintendent for Teaching and Learning and senior level staff on culture and language issues.

Prepares budgets for the global languages programs; coordinates with other departments or agencies to ensure maximum services; monitors expenditures of approved budget.

Supervises and conducts performance appraisals of the Global Languages department and performs other personnel administrative duties.

Supervises and coordinates special projects assigned by the Chief Academic Officer, the Assistant Superintendent for Teaching, Learning, and Professional Development, or other senior staff.

Develops and implements professional development for Global Languages staff.

Serves as a member of the district-wide planning teams.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

Other duties and responsibilities as assigned by the Assistant Superintendent of Teaching, Learning, and Professional Development and Chief Academic Officer.

MINIMUM TRAINING AND EXPERIENCE

Master's degree in Education, curriculum and instruction preferred and/or Education Administration; 5-7 years of experience in an educational capacity involving global languages; or any equivalent combination of training and experience which provides the required knowledge, skill and abilities.

DIRECTOR I – GLOBAL LANGUAGES

SPECIAL REQUIREMENTS

Must be certified by the North Carolina Department of Public Instruction. Must possess a valid North Carolina Driver's License.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers, copiers, overhead projectors, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body. Light Work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, articles, proposals, contracts, etc. Requires the ability to prepare correspondence, reports, forms, evaluations, contracts, policies, handbooks, budgets, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including legal and counseling terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the principles of descriptive statistics, statistical inference and statistical theory.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

DIRECTOR I – GLOBAL LANGUAGES

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of federal, state and local regulations regarding English Learner services.

Considerable knowledge of the County and School Board policies, procedures and standards regarding education.

Considerable knowledge of the organization and communication channels of the school system.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Considerable knowledge of the current literature, trends, methods and developments in the area of English Learners.

Considerable knowledge of the principles of supervision, organization and administration.

General knowledge of the North Carolina English Language Development-Standard Course of Study.

Ability to accurately interpret state and federal regulations and school policies.

Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to develop long range plans.

Ability to develop meaningful annual budgets.

Ability to effectively express ideas orally and in writing.

Ability to make oral presentations before large groups of people.

DIRECTOR I – GLOBAL LANGUAGES

Ability to exercise considerable tact and courtesy in frequent contact with the public.

Ability to collaborate effectively with public and private agencies in the community.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.