



JOB TITLE:	MANAGER MULTILINGUAL LEARNERS / STUDENT AND FAMILY SERVICES
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 10
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0000
BARGAINING UNIT:	CERT

NEW: Submitted:
07/01/2025 03/18/2025

SCOPE OF RESPONSIBILITIES

Coordinate and monitor districtwide multilingual family support systems, monitors the implementation of assigned programs, provides professional development as assigned, surveys system-wide needs in area of assignment and determines the effectiveness of the assigned program. Supervises and directs the work of committees and other groups as assigned. Ensures compliance with local, state, and federal guidelines. Provides technical assistance and support for the implementation of Title III programming.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Assumes responsibility for district-wide multilingual student support and family engagement systems
- Creates and oversees Office of Multilingual Learner Welcome Center and district-wide systems and processes to monitor program effectiveness
- Coordinates and communicates with the Office of School Choice on district policies, training, and support
- Coordinates and oversees the international transcript evaluation process
- Coordinates with special programs, i.e., ECE, Gifted and Talented, Home Hospital, etc. and district support teams to develop and monitor student and family support systems and services as assigned
- Collaborates with Title 1 family and engagement to develop systems and supports for Multilingual Learner (ML) families
- Analyzes data to monitor program impact and develops ongoing plans for refinement and improvement
- Supports the data management coordination between school and district
- Researches, implements, and trains district staff in implementation of software and programs designed to support Multilingual Learners (MLs) and families
- Researches current practices in programming and services for MLs to address achievement and opportunity gaps and improve outcomes for multilingual learners
- Works cooperatively with the program director, specialists, and other OML staff in assessing and addressing the District9s priorities and needs and in developing, reviewing, and revising programs or activities as assigned
- Provides training and oversees the work of the Office of Multilingual Learner9s Welcome Center staff
- Supervises and directs the work of committees and task forces as assigned
- Inputs, analyzes, and reports data using internal systems
- Assures compliance with federal, state, and District policy, administrative procedures, and negotiated agreements as applicable to assignment
- Assists with the development of reports for family and student services area as required
- Evaluates staff as assigned
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

This work is conducted in an office and school settings. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek). The work requires activities involving driving automotive equipment and leading professional development.

MINIMUM QUALIFICATIONS

Master's Degree in specific content area

Certificate in Administration and/or Supervision (Principal Certification)

Endorsement for Teaching English as a Second Language, all grades

Three (3) years of teaching experience in area of assignment

Leadership experience in the field of English Language Development

Effective communication skills

DESIRABLE QUALIFICATIONS

Successful experience in area of research methods and strategies

Experience in diverse workplace