



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	Assistant Director of Language, Culture, & Equity	FLSA Status:	Exempt
Job Family:	Administrator	Pay Range:	M
Prepared/Revised Date:	July 16, 2024	Job Code:	33587
		Days:	208

SUMMARY: Provide strategic direction and support to the department of Language, Culture, and Equity and district stakeholders for complex projects related to equity, diversity, and inclusion for equitable student outcomes. Perform a variety of complex analytical and technical tasks related to department and district's goal of ensuring Poudre School District outcomes are not predictive by identity or demography. Assist the Department and District in maintaining Federal and State Compliance in all Title Programs and in ELD Instruction. Consciously address individual and institutional practices and policies to promote school cultures that demonstrate inclusive practices and pedagogy and high expectations in students and staff. Assist in coordinating and directing the English Language Development Branch of the LCE Department focusing on evaluation of ELD teachers and/or coaches at sites. Assist Director in writing and implementation of Title III and Title III Immigrant Set Aside Grants.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

DESCRIPTION OF JOB TASKS
1. Coordinate project needs in the department of Language, Culture, and Equity as it relates to English language development, McKinney-Vento homeless education, extended learning opportunities, family engagement, interpretation/translation services, federal programs (Title I, II, III, IV), Diversity, Equity & Inclusion and other department and district priorities.
2. Evaluate English Language Development (ELD) Teachers and Coaches that serve at sites. Oversee the ELD department branch for priority outcomes and success. Plan, develop and oversee ELD teacher/coach trainings and coordination meetings. Ensure compliance and legalities with the ELD branch.
3. Write and oversee Title III and Title III Immigrant set aside grants for content, budget, expenditure procedures and compliance. Establish a system of evaluation of Title III expenditure and outcomes for both Title III and the ELD programs. Coordinate and evaluate specific ELD instructional program models such as Dual Language.
4. Coordinate student data and conduct investigations as needed regarding: Bias incident reporting, disproportionality related to discipline, law enforcement, and identification into special programs, language instruction education program, McKinney- Vento Homeless Education, extended learning opportunities, and family engagement. Articulate and advocate any concerns and needs to the director.
4. Collaboration with district committees and key stakeholders to develop and sustain practices that work to maintain high achievement and eliminate the racial and economic predictability and disproportionality of student achievement.
5. Coordinate and collaborate on district-wide projects that will increase achievement scores, decrease dropout rates, and increase student opportunities that are traditionally marginalized in Poudre School District.
6. Provide leadership to address systemic inequities to ensure inclusive and affirming school environments for all stakeholders in Poudre School District.
7. Maintain a high level of knowledge regarding developing language, culture, and equity practices, changes in the laws and case law, and educational methods of educating linguistically diverse students.
8. Provide observation and evaluations of Language, Culture and Equity staff as determined by the director.
9. Work in collaboration with the director of Language, Culture, and Equity on other duties as assigned.
10. Attend work and arrive in a timely manner.



EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree in Culturally and Linguistically Diverse Education (or equivalent) required.
- Five or more years school and/or district level leadership required.
- Experience in working with data driven leadership.
- Experience working with diverse populations.
- Experience working with Federal programs and English Language Acquisition services required.
- Instructional experience in ELD, Bilingual Education, or Title I programs is required.
- Bilingual required.
- Equivalent combination of education and experience acceptable.

LICENSES, REGISTRATIONS, or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado administrator or principal license.
- Valid Colorado driver's license.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Knowledge and understanding of racial, gender, and cultural differences and inclusive practices.
- Ability to articulate the impact of race, culture, socio-economic status, etc. in education and apply that understanding to instructional practices.
- Ability to take initiative for new program development related to closing student achievement gaps.
- Ability to interpret, analyze and use data.
- Presentation/facilitation skills.
- Oral and written communication skills required.
- Bilingual communication skills required.
- Critical thinking and problem-solving skills.
- Ability to work supportively with other teachers, staff, and administrators to provide an effective learning environment.
- Ability to communicate with students, parents/guardians, staff, and community members.
- Ability to be a part of and work with a team.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT-OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office Suite and Microsoft Power Platform.
- Operating knowledge of and experience with typical educational/instructional technology equipment and programs.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director of Language, Culture, and Equity	0
Direct reports:	ELD Teachers, ELD classified staff & McKinney-Vento Advocates	Approx. 15



PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle, or feel		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy	X			
Coordinate				X
Instruct				X
Compute		X		
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	