



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	Director of Language, Culture and Equity	FLSA Status:	Exempt
Job Family:	Certified Administrative	Pay Range:	J
Prepared/Revised Date:	January 1, 2018	Job Code:	10418
		Days:	260

SUMMARY: Direct and implement the District’s Federal Programs (Title I, II, III, & McKinney-Vento Act) and the District’s English Language Acquisition (ELA) program to students and families from early childhood to adult education. Responsible for interpreting and administering all local, state, and federal statutes, rules, policies and administrative directions pertaining to the English Language Proficiency Act, Title I Consolidated Application including immigrant, migrant, and McKinney-Vento. Develop, write, and implement all grant reports and manage all expenditures in accordance with federal guidelines. Work directly with Colorado Department of Education to ensure compliance and adherence of federal statutes and laws. Coordinate and supervise programs and systems that directly impact student growth and achievement in the areas of English Language Acquisition, Federal Programs, McKinney-Vento Act to promote equity and diversity throughout Poudre School District. Direct and evaluate parent engagement activities in Poudre School District by developing partnerships within Poudre School District and in the Fort Collins community. This includes directing family liaisons in schools. Direct translation and interpretation services in Poudre School District to ensure equitable access to educational services for all families and students in Poudre School District.

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. Plan, implement and monitor all district services relating to English Language Acquisition, Federal programs, interpretation, translation and equity and diversity.
2. Oversee all Title I, II, and III programs and activities.
3. Ensure compliance with federal, state and district statutes, rules, policies and administrative directives pertaining to services for EL students.
4. Represent the ELA and Federal Programs Department at district meetings and serve as a liaison for the district with other departments, schools, parents, community and outside agencies.
5. Develop and monitor budget and staffing plan using multiple funding sources including State, Federal, local, migrant education funds and grants Collaborate to support Community Parent Advisory Committee (CPAC).
6. Direct all Family Liaison and interpretation and translation services to ensure equitable access to services and programs and cultural proficient practice in the District.
7. Direct the writing, monitoring, evaluating, and implementation of the Consolidated Grant application, the McKinney-Vento Grant, and other miscellaneous grants.
8. Hire, train, supervise and evaluate ELA and Federal Programs department staff.



Description of Job Tasks
9. Collaborate with district staff to continue professional development for principals and teachers to strengthen implementation of Colorado English Language Proficiency (CELP) and Colorado Academic Standards (CAS) Oversee the Newcomer Center programs at Poudre High School and Lincoln Middle School.
10. Write Title II, Title III,, and Title I plans as part of the annual Consolidated Application Grant.
11. Set staffing levels for school language instructional education programs for the purpose of providing services with fiscal efficiency and federal compliance.
12. Assume responsibility for the collection of data and preparation of reports as directed by local, state, and federal agencies.
13. Coordinate program evaluation and analysis of data for use in the planning and improvement of English Language Acquisition and Federal programs.
14. 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.
15. Provide direction to state policies that impact teacher quality and professional development.
16. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Master’s Degree in Language Acquisition/Instruction, English as a Second Language or related field required.
- Five years of administrative leadership experience required.
- Five years of teaching and program evaluation.
- Experience directing Federal programs and English Language Acquisition services strongly preferred.
- Equivalent combination of education and experience acceptable.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Colorado Principal or Administrator’s License.
- Valid Colorado driver’s license.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of language acquisition and the teaching of EL students, curriculum and staff development strategies.
- Advanced knowledge of instructional practices in specific content areas, supervision practices, program administration, data analysis, school improvement and integrating computers into instruction.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Knowledge of Elementary and Secondary Education Act (ESEA) federal regulations/mandates.
- Ability to show respect and sensitivity to individual needs/concerns.
- Excellent oral and written communication skills.
- Interpersonal relations skills.
- Ability to frequently travel among district facility locations.
- Critical thinking and problem-solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage a budget with tight fiscal state and federal guidelines Ability to participate and work in a team environment.
- Ability to be a part of/work with a team.



- 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 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:

- Personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director of Student Services	
Direct reports:	Total 33 (administrative, licensed, and classified)	33

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 feed				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		



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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			
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	X
Ability to adjust focus	X

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