

**SAN JOSE UNIFIED SCHOOL DISTRICT**  
San Jose, California

**Title:** MANAGER, Bilingual/ELD Programs – Secondary

**Reports to:** Director, Curriculum, Instruction & English Learner Programs  
(6-12)/Alternative Education

**Supervises:** Assigned Classified and Certificated Staff

**Job Goal:** To provide leadership, assistance, coordination and expertise for the implementation of the District program for servicing English Learners (EL) in grades 6-12

**Performance Responsibilities:**

1. Monitor compliance with State and Federal regulations on services for identified English Learners which includes the implementation of procedures for the Coordinated Program Monitoring (State Program for English Learners), the District's Master plan for English Learners and Voluntary Integration Plan requirements related to English Learners at the secondary level.
2. Work with site and district administrators and resource staff to provide expertise and assistance with the planning, implementation and evaluation of effective bilingual and ELD programs. This includes the placement of EL students in appropriate courses, monitoring graduation rates and student achievement for middle and high school EL and reclassified students.
3. To maximize resources for sites in order to effectively serve ELs by working with the site principals, Curriculum and Instruction, staff and other district staff to plan, implement and evaluate programs and services for secondary EL students.
4. Provide professional development or information meetings to assure that the district policies, goals, objectives and guidelines for serving the EL students are carried out.
5. Assist target schools with planning, teaching strategies, management techniques and instructional materials.
6. Support the completion of the Language Census (R30) for secondary schools, prepare other related reports for the California Department of Education and work with assigned personnel to write grant proposals.
7. Work with the Curriculum, Instruction and English Learner management team to support curriculum development and program development at the middle and high schools levels.
8. Supervise and support District and site Instructional English Learner Coaches and staff assigned to serve EL students.
9. Attend conferences, inservices, and/or course work consistent with the administrative assignment.

10. Research and implement reform strategies for improving the achievement of EL and reclassified students.
11. Perform other duties as assigned by the Director of Curriculum and Instruction, Secondary

**Qualifications:**

1. Appropriate California Administrative Credential.
2. Master's Degree.
3. Five years of successful teaching experience in the area of bilingual Education at either the elementary or secondary level, English as a Second Language, and/or related experiences.
4. Two years of resource teacher experience or equivalent.
5. Ability to apply knowledge and skills in the areas of curriculum development, program writing and program evaluation.
6. Demonstrate knowledge of current trends and development of Bilingual Education and programs for the Limited English Proficient.
7. Bilingual/Biliterate background in English and Spanish.
8. Understand the minority cultures within the community and understand the effects of poverty.
9. School site administration experience at the appropriate level(s) preferred.
10. Demonstrated leadership skills and organizational skills.
11. Demonstrated written and oral communication skills.
12. Ability to relate well to all members of the educational community.
13. Physical and emotional stamina.

**Terms of Employment:**

Salary Placement: Appropriate level and step of Administrative Salary Schedule  
Work Year: 220 days

**Evaluation:**

Performance evaluation will be in accordance with the provisions of the Administrator Evaluation Process.